

eBay Shop Volunteer

Role Description



Job Title	eBay Shop Volunteer
Category of Staff	Volunteer
Location	Downright Special, Bransholme-based, covering Hull and East Riding of Yorkshire / home-based
Hours of Work / Working Pattern/Special Arrangement	Flexible to suit individual. As much or as little as suits!
Salary	Voluntary position but agreed reasonable expenses will be reimbursed
Overall Purpose of the Job and its Primary Objectives	
<p>Downright Special supports children with Down syndrome, their families and the professionals who work with them. Raising awareness of who we are and what we do and continually looking for fundraising opportunities is a vital part of the work that we do. We have been successfully raising funds via sales of donations on our eBay shop site and we are now looking for another volunteer to help increase the amount of sales.</p>	
Key Responsibilities and Duties	
<ul style="list-style-type: none">• Working alongside our Administrator, organize and seek donations for selling on our eBay site• Take photos of items and list them on eBay• Reply to messages from buyers• Parcel-up and post out items or arrange collections• Be familiar with Downright Special policies and procedures such as our eBay policy, safeguarding policy, health and safety, confidentiality and in particular our obligations as an organisation registered with the Fundraising Regulator• Raise Awareness of Downright Special	
Key Relationships	
<ul style="list-style-type: none">• Work with Downright Special Administrator• Report directly to Downright Special's Charity Manager.	
Working Context	



Downright Special
Bodmin Road Church Office, Padstow Close, Bodmin Road, Bransholme, Hull HU7 4HE
Tel: 01482 420160 E-mail: enquiries@downrightspecial.co.uk
Registered Charity Number: 1175863

www.downrightspecial.co.uk



- All Downright Special posts are subject to enhanced DBS disclosure.
- Work in accordance with all Downright Special Policy documents.
- To undertake any other duties as required by Downright Special, commensurate with the nature of the post.

Skills/Experience Required

- Experienced in the use of eBay
- Personal and friendly manner
- Organised, efficient and able to respond quickly to eBay messages
- Honest and trustworthy
- Must have access to own computer

Training

- Full induction to Downright Special
- Support with understanding your role and responsibilities
- Ongoing contact and support from the Charity Manager and your key contacts in the charity