

Position Description

Role:	Volunteer Collectable Specialist
Reporting to:	Online Trading Manager
Hours:	As agreed with Manager
Location:	3 McMillan Court, Newlands
Date Prepared:	June 2022

Purpose of the role

The Volunteer Collectable Specialist can be a specialist in any field that they have great knowledge in as an interest, have training in, or are passionate about e.g., fashion, New Zealand made, craft, jewellery, books, watches, artwork, mid-century collectables, retro toys, comics etc.

The role would be a great support for our online trading as experts, as various items that come through to us need to be captured in knowledgeable and persuasive ways to achieve the best possible sales outcomes for the Hospice and our customers.

The online trading team is responsible for running online Trade Me auctions to offer an alternative way of shopping. As one of the major fundraising projects, all funds raised through our online store go towards keeping the Hospice's services free of charge for patients and their whānau in our community.

Key Tasks

- Volunteer a regular roster time weekly/fortnightly as agreed with the Manager
- Identify and be the specialist for certain items or articles
- Able to communicate and describe the items to the best potential to sell
- Assist with other tasks that maybe required to support the Online Trading team

Health and Safety

- Carry out all activities within the guidelines set out by Mary Potter Hospice's Health & Safety policies and procedures
- Report all identified hazards, incidents (including near-misses) and accidents and carry out investigations with retail staff as required
- Identify, minimise and report risks
- Participate in mandatory health and safety training as mandated

Key Competencies

- Excellent time management and organisational skills
- Although not essential, experience using Trade Me would be an advantage
- Understanding the online market would be an advantage
- Excellent on line and verbal communication skills

Signed: Date:

(Job Holder)

Signed: Date:

(Director)

Appendix

Our vision

That people in our communities who need palliative care have access to compassionate and quality care, when and where they need it.

Our values

- Mana/Respect
- Aroha/Compassion
- Rangatiratanga/Dignity
- Manaakitanga/Hospitality
- Kaitiakitanga/Stewardship

Please refer to our code of conduct for more detailed information on our vision, values and approach

