

Position Description

Role:	Volunteer Copywriter
Reporting to:	Online Trading Manager
Hours:	As agreed with Manager
Location:	3 McMillan Court, Newlands or from Home
Date Prepared:	June 2022

Purpose of the role

The Volunteer Online Copywriter markets specific items or articles that are being sold on our online store.

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

- Being able to communicate to express and convey the best in the articles/items we are selling
- Ensure that it is in an engaging way that will attract buyers
- 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

- Creative and articulate
- Target and engaging delivery of words to capture the right audience
- Communication skills and analytical skills
- Understanding the online market

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

