

## Position Description

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

### Purpose of the role

The Volunteer Researcher role involves researching our unique and rare items to ensure that we have captured the history, description and all the interesting features of the items, ready to be sold on the Hospice's online store.

The online trading team is responsible for running online Trade Me auctions to offer an alternative way of shopping for customers. 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
- Searching for and retrieving information from the internet, online databases and other areas about specified 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

- Have an analytical mind
- Be curious
- Excellent written and verbal communication skills
- Be able to navigate the internet to retrieve information required

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

