



Position Description

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| Role: | Volunteer Online Retail Team Member |
| Reporting to: | Online Trading Manager |
| Hours: | Minimum of 3 – 4 hours weekly Monday – Friday between 9am – 4pm |
| Location: | 3 McMillan Court, Newlands |
| Date Prepared: | March 2023 |

Purpose of the role

The Volunteer Online Team member can be a specialist in any field that they have knowledge in or are passionate about, or a generalist with interest across several subjects e.g., all things retro and vintage, fashion, New Zealand made, craft, jewellery, books, watches, artwork, mid-century collectables, retro toys, comics etc. The list of types objects we get donated is endless!

The role would work as part of the online trading team, using your knowledge and research skills 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 for our 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
- Using knowledge and research skills to achieve the best possible sales outcomes for Hospice
- Research, value, write descriptions and create online listings for donated goods
- 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

- Some computer skills are needed for research and listing items
- Although not essential, experience using Trade Me would be an advantage
- Understanding the online market would be an advantage
- Excellent written and verbal communication skills

Signed: Date:

(Job Holder)

Signed: Date:

(Director)

Job Description Appendix

The values of the Venerable Mary Potter and the vision of Dame Cecily Saunders are deeply held by Mary Potter Hospice staff and volunteers and underpin all the work we do.



Our values

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

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 approach

Taking a whole person approach, we will provide and promote high quality specialist palliative care, grief support, education and care planning services. Working alongside our health partners, we aim to make a difference in the communities we serve.