

Volunteer Role Description - Shop

Volunteer Role Title:	Volunteer – Shed Shop Assistant
Location:	Valley House site
Accountable to:	Business Support Manager
Expectations:	Hours: To be agreed with an expectation of 6 hours per week minimum.
Responsibilities & Tasks:	<ul style="list-style-type: none"> • This role includes all aspects of working in the Valley House Shed Shop, opening/closing, monitoring stock, taking payments, stock taking and stock rotation, displays, cleaning, rotas, and the general day-to-day running of the shop. • To be able to establish and sustain working relationships working in a positive way (an asset-based approach). • Open to change, to be flexible and adaptable. • Be proactive in promoting and publicizing the shop. • To contribute to monitoring, evaluation, and the development of the shop. • To ensure that the rights of Valley House service users are respected. • Ensure that Valley House’s Safeguarding policies and procedures are followed.
Skills & Qualifications	You would be expected to have: <ul style="list-style-type: none"> • Good interpersonal and communications skills. • Ability to empathize with service users in a non-judgmental way.
Training & Support	Valley House offers an extensive training package with the regular support from your mentor.
Expenses:	Reasonable travel expenses will be reimbursed subject to prior approval.
Benefits of Volunteering:	<ul style="list-style-type: none"> • Skill Progression. • Learning and training. • Support and Development. • We can provide references after six months of volunteering
Volunteering at Valley House:	<ul style="list-style-type: none"> • Helping Valley House ensures service users are at the heart of all we do. • Follow our policies, procedures and standards including Equality, Diversity and Inclusion, Safeguarding and Health and Safety, Confidentiality • Meet any agreed time commitments and try to give reasonable notice if these commitments cannot be fulfilled. • Act as an ambassador for Valley House.