

**Support Team Member - Role Profile**

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| **Role Title** | Distribution Assistant |
| **Role summary** | The Distribution Assistant will support our retail and distribution team, based at Wrose, with sorting donations received and preparing them for sale in our community hubs. |
| **Suggested Commitment** | Hours are negotiable, however, we would prefer that you could commit to complete at least one half day shift per week.  Minimum suggested commitment of 6 months |
| **Supported by** | Senior Retail Assistant |
| **Main Tasks**   * Sorting donations received through our community hubs * Identifying goods that are fit for sale and those that are not * Steam & tag clothing for distribution * Dust / clean / polish / wash donated saleable items * Pricing goods, following operational guidelines * Help maintain a safe clean and tidy work environment * Assist van driver with loading and unloading of deliveries | |
| **Benefits of working with Age UK Bradford District**   * The opportunity to build skills and experience * Excellent training opportunities * Excellent support as part of a friendly team | |
| **Induction, Learning & Development**  Support Team Members will take part in a welcome session with their supervisor.  They will then be supported to complete a number of e-learning courses and training on the job.  You will then be able to access a range of other learning opportunities once they have been volunteering for a number of months. | |
| **Skills and competencies**   * Polite, friendly and approachable * To work with minimum supervision * To be reliable and non judgmental * Willingness to follow Age UK Bradford District values, policies and procedures, including Health & Safety, Data Protection & Confidentiality, Equal Opportunities. * Polite and courteous at all times | |
| **Organisational Values**   * **Person Centred** * **Inclusive** * **Empowering** * **Connected** * **Authentic** | |
| **Expenses**  AGE UK Bradford District will pay for any out of pocket travel expenses associated with your volunteering (40 pence per mile and reasonable public transport costs i.e buses / trains) with tickets/receipts.  Volunteers who volunteer for over 5 hours on a day will be entitled to a lunch payment of £2. | |
| **Next Steps**  Email volunteering@ageukbd.org.uk or phone 01274 391190 for further details | |