

**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
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| **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
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| **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
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| **Organisational Values*** **Person Centred**
* **Inclusive**
* **Empowering**
* **Connected**
* **Authentic**
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| **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 |