

Volunteer Role Profile

Sorting Assistant – Rowfant Business Centre

Where: At our sorting centre in Rowfant Business Centre, Crawley
When: 9.30am - 1pm or 1pm - 5pm on your agreed day: Monday - Friday
Managed by: Retail Operations Manager, Trading Team

About:

Our busy distribution hub at Rowfant Business Centre, Wallage Lane, Crawley is the central point for all our fantastic donations - from clothes and books to toys and antiques! We're particularly looking for people with a keen eye and an ability to process the wide range of items. This is an invaluable role, supporting our shops to maximise donations and raise as much money as possible, to help fund our expert care.

Role responsibilities:

- Sorting and processing a wide range donated goods
- Identifying poor quality donations for recycling
- Identifying more unique items and passing them to our e-Commerce team
- Packaging up goods for distribution to our shops across Surrey and Sussex
- Ensuring the area is always kept clean and tidy
- Working within our Volunteering Code of Conduct at all times
- Attending relevant meetings & undertaking all training required
- Acting as an ambassador for St Catherine's at all times

What you gain from this opportunity:

- Satisfaction of helping St Catherine's Hospice to support local people and their loved ones when it's needed most
- Opportunity to work as part of a small, dedicated team of volunteers
- Full training and support throughout your role
- Travel expenses reimbursed
- Chance to boost your CV, including a reference
- Invitation to social opportunities available throughout the year
- Long service and annual recognition awards
- An understanding of Hospice care and philosophy and the ability to contribute to it



What we're looking for:

- Minimum age 18
- Good level of fitness and mobility - moving equipment and extended time on your feet are all core parts of this role
- Ability to support as part of a team
- Able to give a minimum of one shift a week
- Being sociable, cheerful and courteous in all you do
- A caring approach
- Commitment to undertake regular training as necessary for the role
- Able to travel to Rowfant Business Centre, Wallage Lane, Crawley (no public transport links available to this site)

Criminal Record Check Required:

No criminal record check is needed for this role.

Training Provided:

Completion of our induction training booklet along with biannual refresher training as part of our volunteering safely requirements

We also offer extra training courses to support your personal development.

Want more information?

If you have any questions, please call the Volunteering Team on 01293 447351 or email volunteering@stch.org.uk

