

Help in crisis,
hope for life



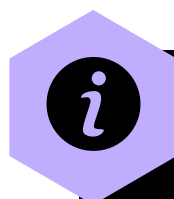
VOLUNTEER ONLINE SHOP ASSISTANT

The Vineyard Community & Richmond Foodbank are looking for a new Volunteer Online Shop Assistant to join our busy, tight-knit team.

The Vineyard currently have two charity shops based in Richmond, which continue to operate very successfully. In the year ending June 2023, we achieved roughly £60k in sales across both sites.

We are looking to expand our charity shop offering into the online world, using platforms like eBay and Depop to maximise sales and increase profits for the charity.

All of our goods are generously donated by the local community, which includes clothing, accessories, and general knick-knacks. In this position, you will be working from home and on-site to get The Vineyard Shop online, as well as managing our online sales.



KEY INFO

Location:

Hybrid - home & Vineyard Shop, TW10 6AQ

Hours:

Flexible but ideally 3hrs per week

Reporting to:

Charity Shop Manager



HOW TO APPLY

Please fill in our Volunteer Application Form and return this by email to our Volunteer Coordinator Lindsay Warner at lindsay@vineyardcommunity.org. Lindsay will then be in touch to progress your application.

CONTACT US



<https://www.vineyardcommunity.org/>



lindsay@vineyardcommunity.org

Help in crisis, hope for life



THE ROLE

Main tasks include:

- Using online platforms such as eBay and Depot to make sales for Vineyard Community's charity shop
- Taking pictures of stock to upload online
- Generating engaging copywriting to best advertise stock online
- Managing the eBay and Depot accounts, monitoring sales
- Packaging up sold items and sending them to customers in the post
- Creating reports on stock sold for the Shop Manager to review

PERSON SPECIFICATION

Essential:

- Excellent written communication skills
- IT literate, with access to your own laptop and phone to work on
- Organised, self-motivated and able to take the initiative
- Commitment to The Vineyard Community's mission and ethos

Desirable:

- Experience using eBay and Depop to sell pre-loved items
- Interested in fashion
- Educated to GCSE level, including C grades in English and Maths

Thank you for your interest in volunteering with us!



HOW TO APPLY

Please fill in our Volunteer Application Form and return by email to our Volunteer Coordinator Lindsay at lindsay@vineyardcommunity.org. Lindsay will then be in touch to progress your application.

CONTACT US



<https://www.vineyardcommunity.org/>



lindsay@vineyardcommunity.org