



## **VOLUNTEER STOCKROOM ASSISTANT ROLE DESCRIPTION**

**Supervisor:** Shop Manager

**Role:** Stockroom Assistant

**Location:** Skipton

**Time commitment:** Flexible dependent on availability

Cancer Support Yorkshire is a local, independent charity that has been offering quality help and support to people affected by cancer and their loved ones since 1988. We can help with practical issues like information, transport and welfare rights. We also provide emotional support by offering counselling, complementary therapies and a range of classes, courses and support groups. Our support is available to all those affected by a cancer diagnosis. It is confidential and free to access. Our centres are a welcoming, warm and safe place in the local community with a wide range of services to support patients and those close to them. Whether our volunteers help in our centres or out in the community, they all contribute to helping Cancer Support Yorkshire care for local people at the most difficult time in their lives.

### **Role Summary**

The role is for people who are dedicated in helping local people affected by cancer and the work of Cancer Support Yorkshire.

The role is varied and flexible depending on your own experience, commitments and skills.

### **What's involved?**

The stock assistant role is an interesting, flexible and varied role which will enable you to develop new skills. Main duties may include:

- Processing deliveries
- Stock room maintenance and other stock room duties
- You may be required to do some heavy manual handling, however training is provided.

### **What skills are required?**

- Passionate about helping local people affected by cancer
- A strong team player, yet also able to work alone
- Happy to carry out manual work

### **What we can offer you**

- A comprehensive induction programme into the work of Cancer Support Yorkshire
- One to one support from the Shop Manager
- The chance to boost your CV and support with job references, if requested
- Reimbursement of expenses paid within agreed guidelines

**What you can offer us**

- Your skills, knowledge and experience plus fresh ideas
- To be passionate and enthusiastic about our work
- To have good organisational skills and to be able to work independently