



## **ROLE PROFILE**

# **ECOMMERCE VOLUNTEER**

We are looking for volunteers to join our Ecommerce team. Dealing with an array of preloved and new items, from designer and vintage fashion to antiques and collectables, and everything in between.

## **RESPONSIBILITIES**

- To assist in the preparation of donated goods for sale online
- Taking photos of items and then using the appropriate software tools, including AI, to list them for sale on eBay and others sites
- There may be scope for helping to research some of the more “unique” items that we receive

## **TIME COMMITMENT**

- This role can be flexible around your lifestyle, morning, afternoon or school hours.
- We ask that you support us for a minimum of 3 hours per week
- This role is based at our Ecommerce office on the Nuffield Industrial Estate, Oxford, OX4 6JS

## **EXPERIENCE & TRAINING**

- Initial and ongoing training on all the software and processes will be provided, to ensure you feel confident and fulfilled in this role
- You do not need to have any existing training or experience in antiques, collectables, fashion and vintage items, but if you do have any knowledge it will be welcomed

## **QUALITIES REQUIRED**

- Computer literacy skills and confidence are essential for those wishing to work on listing online
- Good communication and organisational skills as well as attention to detail
- The ability to collaborate with a team, as a supportive team player and able to also work independently

## **BENEFITS**

- Volunteers may claim reasonable travel expenses to and from shifts in line with the organisations expense policy
- Meeting a variety of new people as well as develop skills and gain new experiences
- A huge sense of satisfaction in knowing you are helping others and making a difference