



DONATED GOODS (LOGISTICS) VOLUNTEER

Supervised by: Sue Soffe, Community and Events Fundraiser

Location: O'Hanlon House, Oxford and other areas across Oxfordshire

Background:

All year we receive donations to help our clients including clothes, toiletries, bedding and food – all those things we often take for granted.

We want to be able to distribute these items to all of our clients across Oxfordshire who are in need.

Why is this role important?

We would love to have the help of some volunteers to help sort through donations, organise them and get them stored, ready to make a difference.

Tasks involved:

- Liaising with Fundraising team and Support Services team to receive items
- Managing the storing of the items received – stock check, managing storage capacity across Homeless Oxfordshire
- Distribution of items to all of our projects across Oxfordshire – Abingdon, Banbury, Bicester, Cowley
- Assisting Team Leaders with the “pop-up” shops across Homeless Oxfordshire
- Liaising with third parties and HOX staff to develop extra storage capacity

Hours:

Flexible – up to 4 full days per month. Except Mondays

How will I be supported by the organisation?

You will receive a full induction prior to getting started that will introduce you to the organisation and all the work we do.

You will receive a full briefing on policies including health and safety, confidentiality and boundaries working with and around our clients (particularly as they are vulnerable adults).

You will have a named staff lead who will be your main contact in the organisation and you will be offered periodic sessions with the Volunteer Development Manager to review your volunteering and see if there's anything that could be done to improve it.

Do I need any skills or qualities needed?

We are looking for someone with:

1. Access to car/van
2. Driving license (Business Use on insurance if possible)
3. Talking to the public
4. DBS – this is required for all staff and volunteers. If you don't have a current DBS we will organise one for you.
5. Heavy lifting



What's in it for me?

- The satisfaction that you are contributing towards the work of Homeless Oxfordshire, a charity that provides housing and support to over 500 homeless people per year.
- The enjoyment of meeting new people in your community and being part of our skilled and friendly team.
- The chance to gain experience volunteering within a leading charity.
- Gaining experience by volunteering within a front line service supporting people who have become homeless.
- Local expenses paid or mileage to allow you to do the role

Next steps:

- Please complete the Expression of Interest form advising how you would fit this role
- Send the Expression of interest form along with you CV to volunteering@homelessoxfordshire.uk
- We will review the forms along with this role description
- If successful, we will invite you to attend an interview
- If successful, we will request 2 references and a DBS

If you have any questions, please email volunteering@homelessoxfordshire.uk or call 07749 497775.