

Volunteer Role Profile

Role title	Stock / Warehouse Assistant
Purpose of the role	<p>This role involves either:</p> <ul style="list-style-type: none"> • supporting the Retail Supervisor with the daily running of the Store Support Centre with donations, to ensure great quality items are ready to go out for sale at our charity stores <p>or</p> <ul style="list-style-type: none"> • supporting Welfare Centre staff to keep their stock rooms organised so that staff have easy access to items that they require such as clothing, toiletries etc
What you will be doing	<ul style="list-style-type: none"> • Sorting and organising stock – this may be donations for the charity stores, or food or toiletries etc for the welfare centre • Helping to clean and tidy stock rooms and stock • Helping to load and unload stock • PAT testing electrical items to ensure they are safe to use
Skills, experience and qualities needed	<p>You will have good communication skills with a good level of reading and writing English. You will be able to work on your own initiative. There will be some manual handling so you will need to be able to lift and move items.</p>
When and where	<p>The Store Support Centre is at Portland Court, Kingsway, Luton and the Welfare Centre is at Park Street, Luton. Volunteers are flexible and do not have a minimum commitment, actual dates and times will be agreed in advance. Available hours will generally be from 9.00 am to 4.00 pm, Monday to Friday.</p>
Support offered	<ul style="list-style-type: none"> • You will be assigned a named staff member as a direct contact for any questions or queries you may have • Training will be offered, such as COSHH or manual handling • All travel and incidental expenses will be covered (as agreed in advance)
What you could get out of it	<ul style="list-style-type: none"> • Experience of working with a charity • Meeting new people • Additional skills experience in a warehouse or stock sorting environment • The satisfaction of knowing you have helped support someone that is either homeless or at risk of being homeless
Other relevant information	<p>This role may require moderate physical effort</p>
What to do if you're interested	<p>Fill out a volunteer application form on our website or email volunteers@noahenterprise.org and we will send you a form</p>

Roles may be flexible – please contact us if you have any questions