

Volunteer Role Description

Role Title:	eBay Assistant
Department:	Income Generation – Retail
Reporting to:	Warehouse Manager
Location:	Tenovus Cancer Care Warehouse, Llanishen, Cardiff

Why am I needed?

Our Retail team raise vital funds so that we can continue to support cancer patients and their loved ones and our online shops (including eBay and Amazon), play a key role in helping us to raise this money.

We're looking for some creative and resourceful volunteers to help us market some of the amazing donated stock that we receive. From vintage clothes, vinyl and retro toys, to furniture and antiques, by selling these items online we're able to raise even more vital funds to help keep our services and research going. And with your help, we'll be able to list even more items for the right price and support even more people affected by cancer when and where they need us most.

What will I be doing?

- Writing descriptions about stock and listing items on our online selling sites
- Photographing items to be sold online and editing, transferring and storing images of stock
- Researching items online to ensure the optimum listing
- Fulfilling orders from our online shop
- Supporting with the Warehouse Manager and Retail Team.

What skills and qualities do I need?

- Awareness and experience of using eBay or other online selling sites
- Good computer skills and excellent attention to detail
- An enthusiasm for the work of Tenovus Cancer Care
- Strong written and communication skills
- A background in or knowledge of marketing, merchandising or photography would be beneficial, but is not essential
- This role would suit a proactive and outgoing person who enjoys meeting with others.

How much time do I need to commit?

Ideally you'll be able to commit to giving a minimum of 4 hours / half a day per week. This role is flexible (Monday – Friday) and hours are available to fit around you – please note on your application how much time you can give.

What support and training will I be given?

- A dedicated member of staff (Warehouse Manager) will be on hand to offer you advice, support and guidance in your role
- You'll also be supported by other members of the Warehouse Team.

What benefits can I expect?

- The opportunity to develop new and existing skills
- Access to apply for internal job vacancies
- Access to training, including a suite of e-learning modules
- The enjoyment of meeting new people and being part of our Retail Team
- Reasonable expenses can be reimbursed in line with organisational policy
- The satisfaction of knowing you're making a vital difference to the work of Tenovus Cancer Care, and in particular the people who access our unique services.

Where will I be based?

You'll be based at Tenovus Cancer Care's Warehouse in Llanishen, Cardiff. There may be an opportunity to develop in this role with an option to volunteer from home in the future.

How do I apply?

Please follow this link to [apply online](#) via our website. Alternatively, please contact our Volunteer Development Team by email volunteer@tenovuscancercare.org.uk or call us on **029 2076 8850** for more information.