

Volunteer Role Description - Book Scanner

Arthur Rank Hospice is committed to inclusivity, respect, fairness, engagement and equality of opportunity for our patients and their families, our staff and trustees, our volunteers and our supporters. We value the strength that comes with difference and the positive contribution that diversity brings to our community. We want to ensure that our process and volunteering experience is as accessible as possible so please do let us know if we can support you in any way.

Role Title: Book Scanner

Location: Retail Hub

Reporting to: Retail Hub Manager

Shifts: 2-4 hours per week/every other week

Aim: To support us in identifying books that may be of significant value.

Main Responsibility

- Using the electronic book scanner to scan through donated books and identify those which may be of value

General Responsibilities

- Telephone/email the Retail Hub Manager as soon as possible if unable to fulfil your commitment so that replacement cover can be arranged
- Adhere to all shop policies and procedures
- Maintain strict confidentiality at all times
- Be sympathetic to and be able to project the philosophy and concept of the Hospice
- To adhere to the Volunteer policies and procedures including Health & Safety

Benefits of volunteering in this role

- Developing your research skills with hands on experience
- The enjoyment of meeting new people and being part of a team
- An opportunity to make a difference and support your local community
- Develop new skills and experiences to add to your CV or University application
- An opportunity to be part of a professional team and contribute to a very worthwhile cause
- Training and induction relevant to the role
- Reasonable out of pocket expenses will be reimbursed

Person Specification

Applicable to all roles	Role Specific
To be non-judgemental, kind and compassionate in all your interactions both with staff, members of the public and other volunteers	Someone who enjoys a clear task
To ensure you maintain confidentiality where required	
To adhere to the boundaries of a volunteer role and ask your supervisor if you have queries outside of your role	
To be proactive in seeking support or supervision when needed	

Will this role require a DBS check? No



Arthur Rank Hospice Charity
making every moment count

Join the team!

If you're interested, please email or phone our Volunteer Team at:

volunteer@arhc.org.uk

01223 675872

