



Volunteer Centre Sutton
 Market House, 216-220 High Street
 Sutton
 Surrey SM1 1NU

Telephone: 020 8661 5900
Email: hello@vcsutton.org.uk

www.vcsutton.org.uk

Volunteer role description

Organisation	This is a coordinated response between Volunteer Centre Sutton, Community Action Sutton, Sutton Food Bank, Age UK Sutton, and Sutton Carers Centre.
Role Title	Volunteer Donations Packer: Afghanistan Donations
Location	<p><u>Donation Centres - Collection Points</u> Every Volunteer Driver will be allocated a Donation Centre from the list below.</p> <ul style="list-style-type: none"> • Volunteer Centre Sutton, 216-220 High Street, Sutton, SM1 1NU • Sutton Carers Centre, Benhill House, 1st Floor, 12-14 Benhill Avenue, Sutton, SM1 4DA • Hill House, Bishopsford Road, Morden, SM4 6BL <p><u>Donation Holding Area</u> The facility in Sutton will be confirmed after your application has been submitted.</p>
Time commitment	<p>This is a short-term volunteering role that will take place during September 2021.</p> <p>There is no minimum time requirement, so you do not need to commit to volunteering every day. On your registration form please specify your availability. The volunteer shifts will be broken down to a morning or an afternoon shift (10am-12pm), (1pm-3pm) Monday to Thursday, but might be subject to change.</p>
Why you are needed	As part of a London-wide coordinated response at the request of the British Red Cross, we are making an appeal for donations to support individuals arriving from Afghanistan. Over the next few weeks, Sutton residents wishing to donate essential items can drop off items at Volunteer Centre Sutton, Sutton Carers Centre, and Hill House. We need a fantastic team of volunteers to help support with sorting out and packing the donations for delivery. You may be asked to help drivers to load / unload the donation bags to the donations holding area.
What you will be doing	<ul style="list-style-type: none"> • Sorting donations received from donors into categories. • Storage of donations, placing in appropriate areas with correct labelling.



Volunteer Centre Sutton is the operational name of Sutton Borough Volunteer Bureau
 Company type: Charitable Incorporated Organisation | Company number: CEO19319 | Charity number: 1048978

	<ul style="list-style-type: none"> • As directed by the volunteer coordinator, pick, pack and prepare stock to be sent to the Donation Holding Area • Accepting and receiving donations from the public. • Assisting in unloading and loading cars and vans. • Keeping good records • Deal with Donors in a professional manor maintaining the goodwill of the public and reputation of VCS when they are donating.
Skills, Experience and Attributes	<ul style="list-style-type: none"> • This is a physical role, and you will need the ability to lift and carry sacks and boxes within the donations' storage room. • Having a helpful and positive attitude and able to work as part of a team. • Punctuality and willingness to help for this cause are desired.
Volunteer expenses	<p>Volunteer Centre Sutton will reimburse reasonable out-of-pocket travel expenses of up to 45p per mile, per shift, or public transport trips from within Sutton.</p> <p>All expenses must be agreed and signed off by your Volunteer Coordinator and submitted on the expense claim form on a monthly basis, either by email or in person. We will only be able to reimburse you for the amount specified and payment will be made by bank transfer. You will need to provide valid receipts to your Volunteer Coordinator.</p>
Induction and training process	<p>Volunteer Centre Sutton is committed to offering you clear and structured guidance, that will ensure your time with us is fulfilling and that you feel supported and confident in your role.</p> <ul style="list-style-type: none"> • Your induction and training will provide you with an opportunity to get to know the wider team and ensure you are familiar with the role. • The induction and training will lead straight into your first shift, which will give you a taster of what the role will entail. • Prior to your shift you will be given a guidance document that will provide key information and our volunteer policies and procedures.
Support available	<p>A Volunteer Centre Sutton Volunteer Coordinator will oversee your volunteer experience and will be someone you will have regular access to if problems arise or when help and support is needed. Your Volunteer Coordinator will go through an induction checklist with you, that you will be asked to sign once you are happy with all the information that you have been given.</p>
What to do if you are interested	<p>If you are interested in applying for the role or would like further information, please click on the link saved here.</p> <p>For any queries or questions, please email hello@vcsutton.org.uk or call 020 8661 5900.</p>