



**OXFAM**  
Ireland

**Who we are! What we do!**

*Oxfam is a global movement of people who won't live with the injustice of poverty. Together we save lives and rebuild communities when disaster strikes. We help people build better lives for themselves. We speak out on the big issues that keep people poor, like inequality and discrimination against women.*

<b>Role Title</b>	<b>Retail Team Member</b>
<b>Overview of Role</b>	Oxfam Ireland shops are run by enthusiastic teams of volunteers; this role requires volunteers who can assist in daily shop operations.
<b>Key Tasks</b>	<ul style="list-style-type: none"><li>• Maintaining shop standards</li><li>• Replenishment and rotation of stock</li><li>• Pricing, labelling and processing of stock</li><li>• General housekeeping</li><li>• Receiving donations</li><li>• Greeting and interacting with customers</li><li>• Dealing with customer enquiries</li><li>• Till duties and cash handling</li><li>• Promote shop initiatives</li><li>• Data capture for Gift Aid (NI only)</li><li>• Data capture for events (ROI)</li></ul>
<b>Location</b>	
<b>Commitment</b>	4 hours per week
<b>Managed by</b>	Shop Manger and/or Deputy Shop Manager
<b>Skills and experience required</b>	<ul style="list-style-type: none"><li>• Enthusiastic</li><li>• Good verbal communication skills</li><li>• Open and approachable</li><li>• Team Player</li></ul>

<b><i>Desirable</i></b>	<ul style="list-style-type: none"> <li>• Ability to work on own initiative</li> <li>• Retail experience</li> </ul>
<b><i>Training &amp; Induction</i></b>	<ul style="list-style-type: none"> <li>• Overview of Oxfam Ireland</li> <li>• Volunteer team meet &amp; greet</li>   <li>• Induction provided on volunteer role commencement will include: manual handling, health and safety, pricing and stock processing, point of sale system, customer service training and Oxfam Ireland policies and procedures</li> </ul>
<b><i>Personal Development Opportunities</i></b>	<ul style="list-style-type: none"> <li>• Meet new people</li> <li>• Join a fun and welcoming team</li> <li>• Develop communication skills</li> <li>• Build confidence</li> <li>• Develop customer service and basic retail skills</li> <li>• Add valuable experience to your CV</li> </ul>
<b><i>Expenses</i></b>	<ul style="list-style-type: none"> <li>• Local travel costs from your home to and from your shop will be fully reimbursed</li> <li>• Lunch expenses can be claimed when you volunteer more than five hours in a day</li> </ul>
	<ul style="list-style-type: none"> <li>•</li> </ul>
<b><i>Apply</i></b>	<ul style="list-style-type: none"> <li>• To apply for this role please <a href="#">CLICK HERE</a></li> </ul>