



## **Volunteer Role - Basic Needs Bank Volunteer**

### **Purpose**

The Clothes Room in the London Irish Centre Charity is a room where donated items such as clothing and bedding are stored to be given out to clients of the welfare service who are in need. The purpose of this role is to keep this room in good order and presentable.

### **Key tasks:**

- Sorting through items that are donated and organising them in the clothes store.
- Removing items that are not suitable for reuse.
- Steaming clothes when they arrive.
- Keeping the storeroom tidy. Ensuring there is safe access to the items in the room.
- Monitoring stock levels.
- Ensuring the room is locked at the end of each volunteering session.
- Reporting any issues directly to Volunteer Manager.

### **Skills required for the role**

No previous formal experience required but you will need to be willing to learn and follow health and hygiene instructions.

Many of the people who come to the building, to work, volunteer or use our services may be vulnerable in some way, therefore, it is important all volunteers and staff are respectful towards one another, following safeguarding and confidentiality guidelines.

### **Do you have?**

- A sociable nature and enjoy helping people.
- Good organisational skills.
- Reliability and ability to committed to this role.
- Excellent timekeeping.

### **Time commitment**

Flexible hours. Monday-Friday between 9am-5pm. Scope for Saturday and evening volunteering, agreed in advance.

**Location**

London Irish Centre, 50-52 Camden Square, London, NW1 9XB.

**Supported by**

Support Officer > Community Services Team

**How to apply**

Registration completed via [Beacon](#).

**Further Information**

- Out of pocket expenses' will be covered to pre agreed limits.
- If you would like to discuss this role further, please email **[community@londonirishcentre.org](mailto:community@londonirishcentre.org)**.

**WHAT HAPPENS AFTER YOU SUBMITT YOUR REGISTRATION FORM?**

Registration completed via [Beacon](#).

1. Registration reviewed by the team.
2. Induction Session / Training Session attended.
3. DBS check carried out if applicable.
4. Full access given to view available shifts on Beacon.
5. First shift briefing.

You are now ready to Volunteer!

**Note: Please do tell a friend about us...**

**If this role is not for you, but you have a friend, family member or past/present colleague who may be interested in this volunteer role, please do forward role description to them. THANK YOU.**