

Volunteer Donated Goods Co-ordinator

Coventry Cyrenians Ltd – Registered Charity No 502421

Why do we need you?

We have been a leading homelessness organisation dedicated to providing services locally for over 40 years. We directly provide more supported accommodation for single homeless people in Coventry than any other single organisation and receive no contract or grant funding locally. We therefore rely upon the goodwill of the local community to continue our work. You will be providing invaluable help contributing to the success of our shops in Coventry which raise much needed funds to enable our work to continue. You will also be assisting Support Staff to co-ordinate and provide furniture packages for people moving on to independent accommodation.

What is the role?

Working from our head office in Coventry City Centre you will:

- Take phone calls from the general public
- Arrange for drivers to make collections/deliveries
- Cataloguing donated items and assisting in warehouse co-ordination
- Organising rotas for the delivery of donated clothing bags and subsequent collection

What do I need?

- Able to offer regular hours from one to three days per week flexible by negotiation
- Good communication and customer service skills
- Friendly, polite, helpful and reliable
- Good organisational skills
- Basic IT and digital photography skills (or a willingness to learn)
- The ability to work as part of a team with other volunteers and staff

What we can offer you?

- Appropriate training (including certificated if desired)
- The opportunity of meeting and working with warm and friendly like-minded people
- Reimbursement of out-of-pocket expenses when on duty (including lunch on full days)
- The assurance of working with a highly experienced and effective organisation

Why volunteer for Coventry Cyrenians?

We have a highly successful track record of finding innovative ways of delivering services and provide individualised support to promote and enhance the life chances of people who are homeless empowering them to live as independently as possible. You can give from just a few hours a month right up to being a full-time volunteer. Either way you can be sure that all your efforts will be supporting an effective charity that concentrates all its efforts on delivering services locally.

How can I apply?

- By downloading a volunteer application form from our website www.coventrycyrenians.co.uk;
- By emailing us for an application form at volunteering@coventrycyrenians.org;
- By giving us a call on 024 7622 8099; or
- By calling at our office: Oakwood House, Cheylesmore, Coventry CV1 2HL

If you would like any more information, let us have your contact details and we'll get back to you.