

# Role Profile

because  
you matter

**St Nicholas  
Hospice Care**

A Registered Charity No. 287773

**St Nicholas Hospice Care** is recognised as a great place to volunteer. Where everyone matters, where everyone is encouraged, energised and enabled to play their part in delivering our vision.

<b>Volunteer role</b>	Data Input (Gift Aid)
<b>Reports to</b>	Robert Webb
<b>Location</b>	St Nicholas Hospice, Barton Road Retail Park, IP32 7BE
<b>Job Purpose</b>	Data inputting to claim back all of Ebay's gift aid

## What the role involves

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- Taking data from a sales sheets and entering it into the Kudos system
- Methodically entering in Sales Record numbers, alongside the sale value so that the gift aid for each transaction can be claimed back

## What we would like from you

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- Motivated and willing to learn new skills
- Methodical and good with numbers as position involves inserting data into our POS system
- Confident on a computer
- Enthusiasm!
- Sensitive to people in our care and within the hospice building
- Commitment to attend your volunteering session as agreed
- Able to complete any Mandatory & Statutory Training that's required

### General

- Have an understanding of the Hospice's values and purpose
- Ensure confidentiality where appropriate
- Promote and foster the Hospice's reputation and standing within the community