

## Job Description – House Clearance Administrator

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Reports to:	House Clearance Manager
Location:	Unit 4, Chapel Pond Hill, Bury St Edmunds, IP31 1HT
Job Purpose:	<p>Provide administrative assistance and support to the House Clearance Team, effectively responding to customer and Retail Shops enquiries and requests</p> <p>Assist with the day to day running of the House clearance business, with the aim of maximising sales and profit in conjunction with St Nicholas Hospice Care Shop Managers and Ecommerce</p>

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### Key Responsibilities:

1. Respond to all house clearance enquiries via the telephone, email or request from a shop member of staff. All enquires must be dealt with efficiently and then followed up where necessary by a prearranged site visit
2. Conduct site visits with the House Clearance Manager to assess the contents of the property which is followed by a quote and terms and conditions for a full or part house clearance service
3. Schedule dates and times for the removal of furniture or full house clearance with the customer, once the service has been agreed
4. Ensure Gift Aid is actively promoted and every opportunity is taken to sign up new donors when agreeing house clearances or removal of furniture
5. Ensure compliance with GDPR (General Data Protection Regulation) and Health and Safety regulations at all times
6. Maintain electronic and manual records relating to all house clearance activity
7. Produce monthly data reports on house clearance activity
8. Support the House Clearance Team with assigning a minimum value to the goods being sent to the shops for financial purposes
9. Work in conjunction with the House Clearance Manager on the distribution of items and liaise as appropriate with the Shop Managers, Ecommerce and auction houses etc

10. Ensure all paperwork is handled correctly and sent to the appropriate person or department
11. Assist with transport administration as required
12. Support the House Clearance Assistants with the sorting and packing of household contents and items from garages/outbuilding, assisting with surface clean when required
13. Liaise with cleaning contractors and obtain quotes for full or part clean

### **Special Features of the job**

This role may involve heavy lifting and working in environments that may be dirty or dusty

Full UK driving licence is required with the ability to drive commercial vehicles

Ability to work at weekends, on occasion, when reasonably requested by line management

### **Personal Development (all staff)**

- All staff and volunteers in the Hospice are encouraged to contribute to identifying and meeting their own job-related development needs. This will be achieved through a variety of processes including regular 1-2-1's with Line Managers or senior colleagues, annual appraisal and development reviews.
- All employees are subject to an annual appraisal and to maximise the benefit from this process the employee must engage fully in the review and agree with their Line Manager organisational, team and personal objectives.
- Each employee must co-operate and attend all appropriate mandatory and statutory training as required by the organisation and /or their professional bodies.

### **Health and Safety (all staff)**

- All staff have responsibilities to ensure that our working environment continues to be a safe, secure, healthy and fulfilling place to work.
- Employees of St Nicholas Hospice Care are required to work in line with the Health and Safety Policy to ensure not only their own health and safety, but that of others too.

### **People Management (those with line management responsibilities)**

Providing leadership, management and development of all staff and volunteers within area of responsibility through effective;

- Workforce planning, recruitment and selection
- Departmental communication and staff support.
- Performance management.
- Staff development including regular 1-2-1's , and annual appraisals.
- Staff support including health and safety and wellbeing awareness.
- Facilitation of a culture of learning and respect for difference.

### **Governance (those with responsibilities for policy and procedure implementation, audit and monitoring responsibilities)**

Ensure Hospice policies and guidelines/safe operating procedures are developed and implemented in association with Hospice Committees.

Develop monitoring systems to ensure compliance with policies and procedures in association with the Hospice Committees.

### **General (all staff)**

- At the heart of our strategic vision, our “One Team” approach aims to support creative and flexible responses from every member of our workforce in order to benefit each and every person using our services, from clinical care, retail, fundraising, education and the support services. There is an expectation for everyone to support colleagues beyond their own team.
- Ensure that all within the team have a grasp of the Hospice’s structure, values and purpose and have opportunities for involvement in its further development.
- Ensure the maintenance of confidentiality in respect of staff, volunteer and client records and all privileged information relating to the services of the Charity, its patients, staff and volunteers and particularly of the area for which directly responsible.
- Promote and foster the Hospice’s reputation and standing within the community and with private, statutory and voluntary sector agencies and organisations.
- Undertake any other duties which may be reasonably required.
- The philosophy of the Hospice is based on a multi-skilled, cross-departmental approach. Staff regardless of grade or discipline, are required to participate in this concept. The role of volunteers is integral with the work of St Nicholas and paid staff are required to underpin this in their attitude and actions.
- All staff must be sympathetic to and able to project the philosophy and concept of hospice care.
- The Hospice has in place provision for staff support. Staff are expected to exercise responsibility in accessing and providing whatever forms of support might be appropriate for them to ensure that they are able to offer the professional care for which they are employed.
- This Job Description may change and the duties listed are not exhaustive, but such change will only be made following consultation between the (relevant) "Manager" and the post holder.

### **References:**

Recruitment Policy

Learning & Development Policy  
Disciplinary Policy  
Health and Safety Policy



**St Nicholas**  
Hospice Care  
A Registered Charity No. 287773

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Job Description dated: January 2018