



### **Volunteer Role: Fundraising Sales Volunteer**

**Position:** Fundraising Sales Volunteer (Ad-Hoc Basis)

**Location:** GARAS (Gloucestershire Action for Refugees and Asylum Seekers)

**Schedule:** Ad-Hoc (flexible hours to suit availability)

**Duration:** Ongoing

#### **About the Role:**

We are seeking an enthusiastic and reliable *Fundraising Sales Volunteer* to support GARAS by selling donated items as part of our fundraising efforts. This role will primarily involve selling items through various online platforms (e.g., eBay, Facebook Marketplace, Depop, etc.) and ensuring that all proceeds are returned to GARAS to help support our vital work with refugees and asylum seekers.

As a volunteer, you will be responsible for listing donated items, managing online sales, and ensuring the safe delivery of sold items. Your contribution will directly support our fundraising efforts and the services we provide to vulnerable individuals and families in need.

#### **Key Responsibilities:**

- Sort through donated items, assess their condition, and list them for sale on relevant online platforms.
- Take clear, high-quality photos and write detailed descriptions for each item.
- Communicate with potential buyers and manage inquiries in a professional manner.
- Monitor listings and update prices or descriptions as necessary.
- Pack and ship sold items in a timely manner.
- Return all funds raised through sales to GARAS in accordance with our guidelines.
- Ensure all sales transactions are logged and tracked for financial reporting purposes.

#### **Essential Requirements:**

- Experience using online selling platforms (e.g., eBay, Facebook Marketplace, Depop, etc.).
- Strong communication and customer service skills.
- Good organisational skills and attention to detail.
- A proactive and self-motivated attitude.
- A commitment to GARAS' mission and values.
- Ability to handle and package items with care.

#### **Desirable:**

- Knowledge of various online marketplaces and how to maximise sales.
- Interest in fundraising or supporting charitable causes.

- Basic understanding of managing online payments and returning funds.