



Volunteer Role Description

Plant Centre and Bookshop

Role Title	Retail Volunteer
Type of Role	Regular volunteer. Hours to be negotiated
Department	Retail
Location	RHS Garden Harlow Carr
Main Contact	Nigel Eaton
Other Contacts	Peter Williams Deputy Manager Juliet Allard Team Leader
Senior Contact	Helen Burton
Role function	To support the Retail Team.

Main Activities

- To assist the retail teams in the Plant Centre or the Bookshop.
- To enable us to maintain our high standards of tidiness and cleanliness.
- To help our customers find the items they need.
- To ensure that the stock in the Bookshop and the Plant centre is displayed in a logical and orderly way and easy to shop.

Desirable Qualities and Skills

- Have a polite and friendly manner
- Ability to interact confidently with all the public
- Reliable and punctual time-keeping
- Enjoy working as part of a small team and on own initiative
- An interest in gardening, books and the charitable work of the RHS
- Lots of enthusiasm!

Additional Terms and Information

- You will be given training in the tasks that you are asked to carry out, as well as a Volunteer Handbook and Health & Safety training appropriate to the activities you will be undertaking.

The Benefits for You

- Share and develop your skills.
- Meet like-minded people and be part of an enthusiastic team.

- Learn more about the RHS charity and how to get involved, including opportunities to support on-site events.

***Thank you for your interest in supporting the charitable work
of the Royal Horticultural Society***