



ROLE DESCRIPTION- TOTCYCLE LOGISTICS/SUPPORT

Totcycle Logistics Volunteers are:

- Friendly and approachable
- Non judgmental
- Sympathetic to the Christian ethos of the Princess Project
- Organised
- Willing and able to undertake physical tasks such as loading and unloading cars/vans, packing items
- Able to use their own initiative
- Good team workers
- Ambassadors for the Princess Project
- Able to drive, with use of a large car or van, and valid driving license/insurance (please note that volunteers should inform their insurance company that they will be using their vehicle for volunteering)

Totcycle logistics volunteers will:

- Move, sort and organise Totcycle donations at/between the Princess Project Hubs/storage unit, under the supervision of the Princess Project staff team
- Deliver/collect Totcycle items as needed, under the supervision of the Princess Project staff team

Financial Considerations

Any costs incurred during the course of volunteering (e.g. for mileage- we pay 38p per mile) can be claimed back from the Princess Project. Receipts should be obtained and kept for all such expenses, and they should be given to the project leader along with a completed Volunteer Expenses form.

Training

- The project leader or team leader will explain what is needed and what the role entails during the first volunteering session.
- Health and Safety/Manual handling/lone working training will be provided
- Occasional meetings for Totcycle volunteers may be held to monitor the effectiveness of the service and get feedback from the team; volunteers should make every effort to attend these meetings if at all possible.

Complaints/Grievances

- If you have any concerns about any aspect of your volunteering, or about anything else concerning the Project, please speak to the Project Leader in the first instance, or one of the trustees if the problem concerns the project leader. For more information see 'Grievance procedures for volunteers' guidance.