

Opening Times  
Tuesday 11-5  
Wednesday 11-7  
Thursday 11-7  
Friday 11-5  
Saturday 11-5



Dorset Scrapstore  
The Factory  
14 Alder Hills  
Poole  
Dorset  
BH12 4AS

## Dorset Scrapstore Volunteer Role: Supplier Researcher

**Potential time commitment:** Flexible

**Location:** Dorset Scrapstore / At Home

### Responsibilities:

- Assisting manager, and with input from Pete (collections manager / van driver), help to analyse current supplier list based on geography / product / current collections.
- Research free or low-cost mapping software we may be able to utilise to efficiently track our supplier network and which will be suitable to monitor growth of network.
- Research local industry and manufacturers for opportunities to expand our network, taking into account the types of materials and waste they may produce, and assessing whether these will be suitable for our members needs – see 'donate materials' list.
- Build a spreadsheet to clearly collate information, and sort according to geographical locations. The spreadsheet should contain manufacturers name, what they produce, address / location, and contact details including an email address and phone number.
- Initially focus on industry and manufacturers located near our current suppliers, and then research other industrial estates or opportunities across Dorset.
- Assisting manager, monitor success of campaigns.
- Consider ways that we could approach potential new suppliers or engage with them other than direct contact. i.e. networking opportunities manager could attend.

*Please note that an allowance for internet and telephone plus expenses for stationery, postage and ink will be supplied by Dorset Scrapstore.*

### Requirements:

- Basic knowledge of Microsoft Office, including Excel
- Good knowledge of how to use the internet, and access to a computer
- Basic knowledge of/or willingness to learn and apply Data Protection Regulations

### Training and support:

Some training and direction on how to format necessary documents will be provided. Regular meetings with manager (suggested bi-weekly to start, then monthly) to track progress and discuss ideas for role development. Dorset Scrapstore will aim to provide opportunities for personal development within your role.

### What you will get from this role:

- Take pride in the knowledge that you are helping a valuable local charity that benefits your community
- Join a motivated, fun, and creative team of volunteers
- Gain experience that will enhance your CV
- Meet new people throughout Bournemouth and Dorset
- Reasonable expenses covered

### Health and safety responsibilities:

To be responsible for your own health and safety and that of others with whom you volunteer, by reporting all potential and actual health and safety matters including accidents using the correct procedures.

