



Retail Assistant volunteer

Firstly, thank you for considering the **Retail Assistant** volunteer role.

You will be helping to support the smooth running of Dartmoor National Park Authority's retail stock operation by helping to prepare stock transfers, organise the stock room, process deliveries and support stock control.

What is involved?

- Compiling stock for weekly transfers to Dartmoor National Park visitor centres.
- Helping to keep the stock room tidy, organised and safe to work in.
- Processing deliveries, including checking, pricing and storing stock appropriately.
- Supporting routine stock control and helping with the annual stock take.
- Following agreed procedures and working safely as part of the wider team.

Skills and Experience required

- Some retail or stockroom experience would be helpful but is not essential as training will be provided.
- Confidence using a computer for basic stock-related tasks.
- Ability to work carefully, accurately and methodically.
- Ability to lift and move stock items safely, with guidance provided.
- A willingness to learn and work as part of a friendly team.

What we offer: training and support

Volunteers will be asked to attend a one-day introduction to the National Park, along with initial induction training covering health and safety and other relevant policies.

Role-specific retail and stockroom training will be provided day to day by staff.

Time commitment and location

This role is based at Dartmoor National Park Authority Headquarters at Parke, Bovey Tracey.

We are looking for support for one day a week, 10am–4pm, ideally Wednesday but this can be flexible, between February and October.

This role is suitable for

Someone who is interested in learning about retail, stock management and the work of Dartmoor National Park Authority.

It may be particularly suitable for someone who enjoys practical, organised tasks and is comfortable working behind the scenes to support visitor services.

Please note, due to restricted space in the stockroom and the physical nature of some tasks, this role may not be suitable for wheelchair users or people with mobility issues.

We welcome conversations about individual access needs and reasonable adjustments wherever possible.

Why might you be interested?

You might be interested in this role if you would like to gain practical experience in a retail environment while supporting Dartmoor National Park Authority's visitor services.

It is a good opportunity to learn about stock management and retail processes, and to understand how retail income helps support projects across the National Park.

Equipment Required

Volunteers should wear suitable footwear for working in a stock room, such as trainers or boots. All other equipment needed for the role will be provided.

Contact details

For further information or to register an interest in this role, please contact the Retail Officer at retail@dartmoor.gov.uk.