

Join our team as an

Online Lister



R4

**Rotherham
Hospice**
Living Life's Wishes

Registered Charity No. 700356

About Us

Rotherham Hospice is a charity dedicated to the people of Rotherham, offering specialist palliative and end of life care to our community since 1996.

We provide comprehensive, compassionate care through two primary patient services:

- 24-hour, 14-bed Inpatient Service
- 24-hour Hospice at Home Service

Additionally, we offer wider support to patients and their families through:

- Complementary therapies & hairdressing
- Counselling and Bereavement Support for adults, children and teenagers
- Day services with individual and group sessions
- Family memory events
- Occupation therapy and physiotherapy
- Social work
- Spiritual care
- Tailored experiences for patients and loved ones



Our Purpose

Easing the physical and emotional pain of death and dying for everyone in our community.

Our Vision

Everyone in our community can easily and confidently access palliative and end of life care tailored to their individual needs and wishes, wherever and however they choose.

Our Goal

To grow a stronger, more financially resilient, responsive and exceptional hospice, providing and promoting holistic, personalised and innovative palliative and end of life care for all.

Our Proposition

To ensure a dignified death for all – one that is reflective of one's own life.

Our Essence

Adding more life to every day.

About the Role

As an Online Lister, you will be primarily responsible for creating accurate and compelling listings for items across various online platforms. Your main focus will be on ensuring that descriptions are precise and reflect the true resale value of each item, thereby maximising sales potential. You will work independently, with limited management responsibilities, and will collaborate with the Shop Manager as required.

This role is ideal for someone with a keen interest in collectables, memorabilia, fashion brands, and retro resale items. A strong understanding of brand identity is essential, as is an inquisitive nature that allows you to research and identify the unique qualities and market appeal of each item. Attention to detail and a commitment to presenting each product at its best will be key to your success in this position.

In addition to listing items, you will monitor market trends and pricing, ensuring that each listing reaches its true resale price. Your expertise in online sales platforms and digital communication will help drive visibility and attract the right buyers, contributing to the overall success of the business.

Job Title	Online Lister
Responsible to	Head of Trading
Line Management	N/A
Salary	£24,853 per annum
Hours of Work	37.5 hours per week, any 5 days over 7 days
Contract type	Permanent
Location	Rotherham Hospice Donation Centre, Rawmarsh Road, Rotherham, S62 6EJ

Benefits

- **Holidays.**

A work-life balance is important for everyone, which is why we offer all employees 30 days annual leave per year (plus bank holidays), plus an additional day's leave in every 5th year.

- **A supportive & comfortable working environment.**

Our Hospice is a calm and compassionate place to work, full of inspiring people who support one another.

- **Hassle-free parking at no cost.**

No one is more than a couple of minutes' walk from the Hospice.

- **Great meals & drinks.**

Because our culinary team prepares food for patients 24/7, they cook for us too. Buy a lovely lunch with 25% off without even leaving the building. You can also utilise this discount on your days off as it is available across all our Café and retail sites, just bring along your Staff ID.

- **Reassurance.**

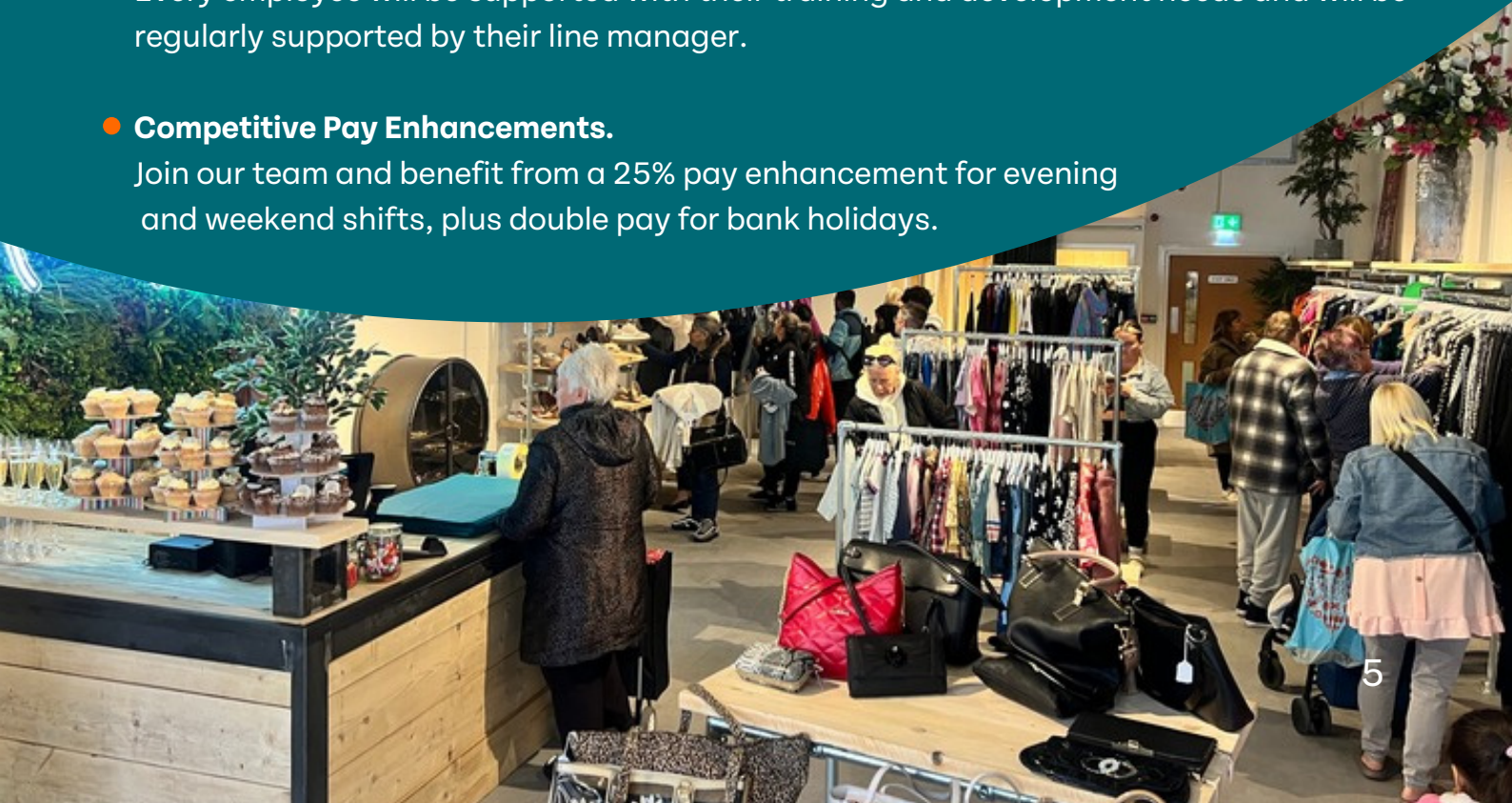
Whilst the here and now is important, we all think about the future. We offer employees a 6% pension after probation and a Life Assurance scheme which will pay 4x your annual salary should you die whilst working in our service.

- **Training & development.**

Every employee will be supported with their training and development needs and will be regularly supported by their line manager.

- **Competitive Pay Enhancements.**

Join our team and benefit from a 25% pay enhancement for evening and weekend shifts, plus double pay for bank holidays.



Key Responsibilities

- Create accurate, engaging, and detailed listings for a variety of items on multiple online sales platforms.
- Write clear and precise product descriptions that reflect the true resale value and unique features of each item.
- Conduct research to identify and highlight the key selling points, brand identity, and market appeal of collectables, memorabilia, fashion brands, and retro items.
- Monitor current market trends and pricing to ensure all listings are competitively priced and maximise sales potential.
- Regularly update and revise listings as needed to maintain accuracy and relevance in line with market developments.
- Collaborate with the Shop Manager to ensure listing strategies align with overall business objectives.
- Utilise digital communication and online sales platform expertise to increase product visibility and attract suitable buyers.
- Work independently, demonstrating initiative, attention to detail, and a commitment to presenting each product at its best.
- Ensure sold items are fulfilled quickly and efficiently .
- Ensure customers are kept updated and their order is tracked, delivering excellent customer service.
- Promote feedback to enhance review ratings.

Personal Specification

No candidate will meet every essential and desired criteria. If your experience looks a little different from what we've identified and you think you can bring value to the role, we'd love to learn more about you.

Criteria	Essential	Desired
Experience & Qualifications		
Experienced in selling online.	Y	
Experience in digital marketing.	Y	
Excellent social media skills.	Y	
Business or Marketing qualification.		Y
Skills & Abilities		
Ability to work confidently across all online platforms.	Y	
Demonstrable experience in photograph and digital content.	Y	
Passion and desire to keep up to date with trends.	Y	
Good command of digital marketing tools.	Y	
Excellent organisational skills.	Y	
Experience handling data and reports, with the ability to interpret and present information effectively.	Y	
Proven strong organisational skills with ability to set up and manage systems.	Y	
Ability to adapt to changes in market and business expectations.	Y	
Excellent and accurate communication skills both verbal and written.	Y	
Ability to manage time by multitasking and using own initiative.	Y	
Excellent and accurate English language and numerical skills.	Y	

Personal Specification (continued)

Criteria	Essential	Desired
Skills & Abilities Continued		
Aptitude and enthusiasm for embarking on fresh initiatives.	Y	
Experience working within a fundraising environment.		Y
Experience in Donor conversions.		Y
A track record in successful online selling. This should include sourcing products, planning, delivery, and reporting.		Y
Personal Qualities		
Enthusiastic, dynamic, tactful.	Y	
Able to respond flexibly to changing needs and priorities	Y	
Commitment to professional development	Y	
Good time management and organisational skills	Y	
Able to demonstrate resilience	Y	
Insight into own stress levels	Y	
Excellent interpersonal skills	Y	
Team player	Y	
Flexible approach	Y	
A commitment to equal opportunity	Y	
Professional, pleasant and friendly demeanour	Y	
Be sensitive to patient/carers needs	Y	
Ability to respond in a calm manner	Y	
Approachable, confident and compassionate	Y	
An understanding and appreciation of hospice care		Y
Fluency in community languages such as Urdu, Punjabi, Polish, Slovak, Romanian, and Arabic is highly desirable. It enables compassionate, effective communication with patients and families from diverse backgrounds, helping to build trust and deliver culturally sensitive care. This directly supports our Living Life's Wishes Strategy and our commitment to inclusive, high-quality care at Rotherham Hospice		Y

How to Apply

Please submit your application using one of the following links:

[Online Lister by Rotherham Hospice in Rotherham Ref: 225516491](#)

[Online Lister Rotherham - Reed.co.uk](#)

All applications will be treated in the strictest confidence.

At Rotherham Hospice, we are committed to equality, diversity and inclusion in our workforce. Our aim is for our workforce to be truly representative of our community and for each employee to feel respected and able to give their best. We warmly welcome applications from all sectors of the community. Our recruitment policies, procedures and practices enable all applicants to be considered on merit and ability to do the job. We will make reasonable adjustments, in line with the Equality Act, for disabled applicants if these are needed.

Closing date: Monday 31st August 2026



Registered with
**FUNDRAISING
REGULATOR**

CHARITY NO: 700356

