



THE
HEXTOL
FOUNDATION
FOR WORKING OPPORTUNITIES

Pack & post
(Greenbox)
Opportunities
A guide for volunteers



What will I be doing?



The Greenbox team do pack and post for our customers, as well as making up orders ready for shipment and printing out newsletters and magazines.

This is a good way to learn how to work in a team of people, and we will teach you how to do the work quickly but accurately. Greenbox is very popular and our customers love the quality of the work that our volunteers do!

We will not ask you to do any jobs that you are not confident about, and there will be a Supervisor at every shift who will be able to help you if needed.

Where will I be working?

Greenbox is based in our office in Gilesgate, in Hexham.

There are 3 shifts each week, and different teams of people go to different shifts.

You will need to make your own way to the Gilesgate office. You can arrange for a support worker or someone else to drop you off and pick you up if you need to.



What skills do I need?

To work in greenbox, you need to:

- Listen to and follow instructions, and not be afraid to ask questions
- Be polite to the people that you work with
- Treat the orders that you are packing with care
- Be happy to work in a team
- Be keen to learn new skills



Why join team Hextol?

Working as a volunteer with Hextol Greenbox will build your self confidence, give you work experience and help you to achieve your work and personal goals.

We offer employability training around our individual core skills programme. Every 3 months you will learn a new set of skills and your progress is rewarded at quarterly team meetings. We also offer other types of training, like Life Skills Challenges in Computing and Customer Service.

Being part of our team also means you can join us at our social events! Events like BBQ's, Christmas parties and bowling are arranged throughout the year. You will also be welcomed at our lunch club, which runs Monday - Friday in our Gilesgate office.





To join our friendly and supportive team, please get in touch with our Beneficiary Engagement Manager,
Jo Elliott:

Telephone 07826 620361 / 01434 605253

email: jo.elliott@hextol.org.uk

or visit our office at 14c Gilesgate, Hexham
NE46 3NJ



The Hextol Foundation, 14c Gilesgate, Hexham
NE46 3NJ
Company No. 5896869 Registered Charity 1120857
VAT No. 131 9118 36

