

North East Lincs Women's Aid

Fixed one-year contract

JOB TITLE: Retail Assistant

RESPONSIBLE TO: Shop/Volunteer Manager

DAYS: Tuesday to Saturday

HOURS: 32½hrs - 9.30am to 4.30pm (Inc. lunch)

PAY: £7.83 per hour

WHERE: Charity Shop, Kennedy Way, Immingham

JOB DESCRIPTION

- To effectively co-ordinate and organise the charity shop
- To ensure the shop is are maintained to a very high standard
- To oversee stock and order supplies
- To assist manager in ensuring the shop is staffed adequately at all times; managing rotas, holidays, sickness, etc.
- To oversee the volunteers co-ordination of donation areas, storage areas and donated items
- To oversee cash counting and banking procedures
- To oversee stock control and stock rotation
- To oversee the cleanliness and appearance of the shop
- To discuss any problems, issues or concerns with the manager and report maintenance etc.
- To support, enthuse and involve the team of volunteers
- To assist the manager in inducting new volunteers into the shop routines including the electronic till
- To attend meetings
- To ensure our strict guidelines re the shop appearance (in line with our other shops) are enforced
- To assist the manager in ensuring that the project is co-ordinated in line with agreed policies, procedures and standards
- During busy times and/or sickness/holidays – to support with the co-ordination of our other shops

Whilst every endeavour has been made to outline the duties and responsibilities of the post, these duties are not exhaustive.

Please return all signed application forms to PO Box 399, Grimsby, DN32 0WZ
before the end of the day on Sunday 30th September 2018

ALL applicants will be informed if they have, or have not been successful

Diary date; we plan to hold interviews on Monday 8th October for those who are successful

PERSON SPECIFICATION

Retail Assistant	ESSENTIAL	DESIRABLE
EXPERIENCE OF:		
* Working in a shop environment	*	
* Supervising staff / volunteers inc shift rotas	*	
* Working with electronic tills		*
* Handling cash	*	
* Working in a demanding and stressful environment	*	
* Working to quality standards	*	
* Window dressing		*
* Marketing		*
SKILLS:		
* Good command of written English	*	
* Ability to work as a member of a staff team and as an individual	*	
* Effective communication skills – both written and verbal	*	
* Interpersonal skills – with individuals and external agencies	*	
* Ability to cope with conflict and distress		*
* Ability to work under pressure and to deadlines		*
* Excellent and effective organisational skills	*	
GENERAL:		
* Have a dynamic and empowering approach and be self-motivated	*	
* To ensure a commitment to development and accountability	*	
* To ensure a positive image of the organisation through personal behaviour and appearance		*
* Demonstrate a flexible approach to the demands of the role		*
* Actively contribute to the development of the organisation		*
* Actively contribute to fundraising within the organisation		*

DBS checks and references will be sought on behalf of the successful applicant.