

PATCH SHOP SUPERVISOR

Role includes but not exclusively

ADMIN/PA duties

To help the PATCH Manager with all aspects of admin e.g. entering data, writing thank you letters, filing and strictly adhering to GDPR.

Working with the PATCH Manager to complete tasks

Occasionally stepping in for the manager in all admin aspects when she is unavailable

Working alongside the Basics Bank manager

Promoting PATCH's work and occasionally giving made up food parcels on Saturdays.

Occasionally making up food parcels

Supporting volunteers

MANAGING THE SHOP

Opening and closing the shop

Sorting donated clothing/ bric-a-brac

Recruiting volunteers for the shop

Taking referrals verbally and online

Rotating Clothing and Bric-a-Brac Sorting 'ragman' pick ups

Report takings to the manager

Cashing up

Pricing

Making clients feel as valuable as customers and not showing signs of who clients are and who are paying customers

Managing and training volunteers for the shop

Occasional lone working

COVID-19 considerations: risk assessing making sure volunteers adhere to the Covid rules

Advert

We are looking for a passionate and motivated individual to help open our new shop incorporating our clothing bank. To get us reaching its full potential and raise much needed funds for PATCH. We want someone who is passionate about our work and has experience in both retail and admin, who can use their initiative as well as follow advice. Previous experience of working with volunteers, admin and retail is preferable.

Application deadline: 11th December 2020

Salary: £12,350 per annum

Hours: 25 hours per week