**Job Description for Shop Manager of Chernobyl Children (East Midlands) charity shop in Clowne**

Chernobyl Children (East Midlands) charity shop is based in the centre of Clowne at 37 Mill Street. It has been there for over 25 years.

Since the beginning of the war in Ukraine, fundraising has switched to supporting Chernobyl-affected children's and families’ welfare projects in or near Ukraine.

Donations of many types of goods are received at the shop during opening hours.

Volunteers sort all goods, price and display goods deemed suitable for sale, and arrange recycling for goods which are unsuitable.

The shop presently opens Wednesday to Saturday.

The post holder is responsible to a named Trustee of the charity and will report to them on a regular basis.

**Responsibilities**

* Day to day upkeep of the shop to include health, safety and hygiene within the shop.
* Key holder; open up and shut down the shop.
* Line management including well-being of volunteers.
* Jointly with trustees arrange recruitment and induction for new volunteers and upgrade of training for existing volunteers. This includes any upgrading of policies, procedures and systems.
* Maintain good customer relations.
* Uphold all aspects of Equal Opportunities for customers and staff with trustee support.
* Maintain the ethos of charity shop working.
* Work a 21-hour week, paid at the “Real Living Wage” of £12 per hour as recommended by the Living Wage Foundation, paid every four weeks, on a two year fixed contract subject to an initial three-month probationary period. Holiday allowance will be pro rata to full time employment.

**Apply on-line at “****chernobyleastmidlands@gmail.com****”. Closing date is 30th September 2024.**

**General Duties**

* Work within the shop for twenty-one hours per week on a rota based on the availability of volunteers and trustees. Plan and agree the rota with a named trustee.
* Supervise the sorting of all donations and establish fair pricing and security of all donations.
* To manage all recycling and disposal of goods deemed unsuitable for sale.
* Manage end-of-day till totals with those on duty, and arrange or carry out banking and payment of any day-to-day expenses.
* Support and advice on all aspects of pricing of items for sale and appropriate labelling and display of all items.
* Be the primary person dealing with initial enquiries from customers and tradespeople.
* Support all publicity initiatives.
* Liaise with cleaning and maintenance services.
* Liaise with police in case of any suspicious or damaging activities within the shop or along the side access.
* Arrangement of personal holidays with trustees who will require four weeks’ notice unless an emergency absence is needed.