

Job Description

JOB TITLE:	Donation Centre Assistant
REPORTS TO:	Donation Centre Manager
DEPARTMENT:	Donation Centre/Superstore
SALARY RANGE:	£9,321.20 (FTE £23,303)
Working Hours	15 hours per week
Direct Reports	none

Job Summary

To effectively support warehouse supervisor in day to day running of the warehouse. Provide support to warehouse staff and warehouse volunteers. Provide helpful service to members of public who may be making donations to the warehouse.

Specific Duties

- Encouraging and accepting donated goods for sale
- Encouraging new donors to sign up for gift Aid to maximise funds
- Alongside Donation Centre Manager, supervise and train warehouse volunteers, creating positive working environment for them
- Sorting and preparing goods for sale in the shops ensuring that sorted goods comply with Trading Standards Regulations
- Ensuring that Donation Centre is kept clean and organised at all times and the Health and Safety regulations are observed
- Liaise with drivers to support them in their daily duties, prepare daily job sheets and give instructions in absence of Donation Centre Manager

- Liaise with shops to ensure sufficient amount of goods is delivered and other shop needs are fulfilled in timely manner
- Directing any high value items to Ebay department
- Being key holder
- Able to assist with any other duties that may arise i.e. in absence of Donation Centre Manager
- Able to fill in for assistant manager in Superstore and any other role at the Donation Centre if required on an ad hoc basis
- Fill in relevant paperwork i.e. H&S folder, keep volunteer records correct and take care of any other record keeping duties
- Being able to assist in different duties that may arise in both the Donation Centre and Superstore i.e. serving customers on the till, filling up the shelves

Note: This job description reflects the present requirements of the post. As duties and responsibilities change and develop, the job description will be reviewed and is subject to amendment in consultation with the post holder.

Person specification

	Essential	Desirable
Education, training and qualifications		
	A-Levels	

Experience		
Some management experience		v
Experience in charity or voluntary sector		v
Experience in warehouse management		v
Experience in dealing with public in a customer service role	v	
Knowledge and skills		
Good organisational and planning skills	v	
Computer literate to a good level	v	
Ability to work to tight deadlines	v	
Knowledge of Health and Safety regulations		v
Good knowledge of high street and up market brands		v
Good knowledge of Ebay selling platform and alike		v
Knowledge of current fashion trends		v
Personal qualities / other		
Flexible	v	
Proactive	v	
Quick learner	v	
Able to work in fast pace environment	v	
Good communication skills	v	
Able to travel to different locations	v	

Physically fit	v	
----------------	---	--