



JOB DESCRIPTION

The purpose of this job description is to indicate the general level of responsibility and standards expected of the post. The detailed duties may vary or develop over time according to needs without changing the nature or level of responsibility of the post.

Job Title: Upcycling Coordinator

Job Location: As per contract

Accountable to: Retail Manager

Hours of Work: 22.5 hours, 3 days per week

Job Purpose:

To manage and organise a furniture upcycling business at Alabaré by bringing together staff, users and resources at a number of upcycling workshops to produce items that can be sold through Alabaré retail outlets.

Responsibilities:

To work with Managers of services for young people, those with learning difficulties and veterans, so they have:

- Appropriate items to upcycle (furniture, small items)
- Access to appropriate materials and tools
- Clear understanding of what needs to be done

To coordinate input from volunteers and service managers to ensure that appropriate upcycling knowledge and professional supervision is available at all sessions.

To liaise with house clearance and warehouse team so that items from storage are selected and finished items are delivered to the appropriate retail outlet

To have fun and ensure that sessions are enjoyable for Service Users

To work with Service Managers to encourage and incorporate Service Users ideas where possible

To liaise with marketing team to get publicity and online sales of items upcycled.

General Duties:

- The cleanliness of all areas of the Project is maintained to a high standard
- At all times adhere to relevant legislation, good practice and policies and procedures, including Health and Safety, Confidentiality and Equal Opportunities
- To participate in the development of new volunteers. Working within boundaries.
- To keep up to date with current practice and legislation
- To maintain and extend personal knowledge and expertise in all aspects of the role and to share information
- To attend all statutory and mandatory training as required
- Attend regular individual personal support, supervision sessions, and appraisals
- Be committed to personal development through training
- Attend relevant external meetings as requested by your Line Manager
- Work at all times to maintain Alabaré’s policies with regard to confidentiality, equal opportunities, anti-discrimination and health and safety
- To be able to get along with others
- To be able to function as a team player
- To be able to accept constructive feedback from your Line Manager
- To be able to follow work rules
- To be able to be positive about the Charity at all times. To carry out any other duties necessary to the smooth running of the Project.

Other:-

- To support the Mission, Vision, Values and Christian ethos of Alabaré in a responsible and positive way on all occasions.
- We reserve the right to ask you from time to time to undertake any other reasonable duties as required within this role.
- To adhere to the list of general duties contained within the staff handbook.

The job role as described will be reviewed from time to time and where necessary be amended. The Job Description also forms the basis at annual discussion of the Charity’s Appraisal Programme.

Signed

Date.....

ALABARÉ CHRISTIAN CARE CENTRES ARE STRIVING TO BE AN
EQUAL OPPORTUNITIES EMPLOYER.

Alabaré Christian Care Centres is a company limited by guarantee, trading as Alabaré Christian Care & Support.
Registered in England No. 2604011 Registered Charity No. 1006504
Head Office: Riverside House, 2 Watt Road, Salisbury SP2 7UD

PERSON SPECIFICATION

Qualifications and knowledge:

A good standard of numeracy and literacy is required.

Experience:

Supervising experience is desirable, ideally within a retail outlet or other customer service environment. It would be desirable that experience of working within the charity shop sector can be demonstrated because of aspects relating to volunteers and handling and pricing donated goods. It is important that the jobholder is able to allocate tasks to volunteers such as sorting, pricing and cash register duties. This role requires good communication skills and the ability to observe and ensure training for perceived deficiencies. It is important that the shop deputy manager can prepare a rota linking volunteer availability with skills and experience.

Communication and people skills:

Most communication is verbal and within the project/shop but from time to time will be by telephone or email, mainly day-to-day instructions but also feeding back information from head office or vice versa.

Organisational Skills

The majority of planning and advising relates to day-to-day activities, however, things within the shop should be changed as trends change or goods become available, or seasons change. Occasionally, such as during a refit or change of premises, the jobholder will be expected to contribute towards the activity. From time to time there may be wider fundraising activities. Their professional skills would be used. The jobholder has some competing demands and from time to time they may have to make ad hoc decisions such as through absenteeism or a sudden arrival of goods, etc. The jobholder will be required to prioritise work in a limited way.

Special Knowledge

The successful candidate will be required to read the Alabaré's policy manual and operate their project according to our policies and procedures. Issues like Trading Standards, health and safety at work, the disability discrimination act and manual handling must be kept in mind.

Skills

Knowledge of books, china, ornaments and so forth can be helpful in maximising the potential revenue of the shop. The ability to motivate and recruit volunteer staff can prove invaluable. The ability to use a computer for emailing, intranet and accounting.

Other Requirements:

Candidates need to be physically robust and able to carry out lifting and movement of goods. The successful candidate will be required to attend manual handling training and other health and safety training on an annual basis for safety purposes. Bringing an energetic and engaging personality will have a positive impact on the shop, both in terms of team morale and financial performance. Honesty and integrity are key attributes. Willing to drive a Van when necessary.