

ASK Community Store

Shop Manager Role Description

One Year fixed term part-time contract (Potential extension of contract for a further year)

Salary: £15.00 per hour, 15 hours per week.

The Shop currently opens on Monday, Tuesday & Thursday. Some flexibility in working hours may be necessary.

Closing Date: Friday 24th May 2024.

Interviews will be held on Thursday 30th May

Benefits: 30 days annual leave + bank holidays (Pro rata for part-time).

Appointment subject to the receipt of a minimum of two references. Standard DBS Disclosure required.

The Role:

We are seeking to recruit a positive and outgoing person to manage our Community Store and support and motivate our team of volunteers. Good customer service skills are a key factor of this role as well as a commitment to providing a warm welcome to the diverse range of people you will meet. The Shop currently operates as a Charity shop three days per week.

In addition to the Charity Shop, the premises are also used by Food Pantry on a Wednesday afternoon. We also offer a craft group, an informal act of worship and a knit and natter group. These run on Wednesday mornings on a monthly basis. Each project has it's own leaders/teams and would work alongside the Shop Manager.

We see the Shop as 'Church' and seek to recruit someone who can engage with this perspective.

It is the vision of All Saints is to Grow God's Kingdom, through discipleship, community, justice, and sanctuary. These key values will form the foundation for the future development of the Shop. Our expectation is to see the Shop grow as Church. To be somewhere people feel a sense of community and recognise it as a place of faith as we work together to love, serve and make Jesus known.

In short, an accessible, visible Christian presence where faith is shared in both word and action.

As Charity Shop Manager you will: -

- Manage the Community Store in an effective and safe manner following All Saints Liverpool policies and procedures. As manager you would look to ensure a good standard of presentation of saleable goods and co-ordinate and manage the receiving and sorting of donations and the disposal of unwanted items.
- Recruit, train and develop a successful team of volunteers. This may be to volunteer in the Shop, or to volunteer at new activities.
- Develop strategies in line with our key values that will grow our vision for the Shop to be Church rooted in the centre of our community. Seeking new opportunities to engage locally.
- Be willing to undertake any necessary training opportunities.
- Work alongside other users of the building in a supportive and welcoming manner.
- Annually, seek funding opportunities to enable the growth and future development of the shop and to contribute towards salaries.
- Complete accounting/administration tasks as required for financial reporting.
- To worship at least monthly at All Saints church, enabling relationships to be built with the wider church community.

Application For Employment

**It is essential that this form is completed in full
CV's will not be accepted**

This church is committed to Equal Opportunities and welcomes applications regardless of disability, sex, marital status, race, colour, nationality, ethnic or national origins.

<p>This application form should be returned by email to: <u>helen@allsaintsliverpool.org</u> or alternatively by post to: Rev Helen Purcell Admin Hub 55 Sheil Road Liverpool L6 3AB</p>	<p>Title of post which you are applying for:</p>
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Personal Details		
Title:	Forename:	Surname:
Address:		Telephone No(s):
		Date of Birth:

Have you ever been convicted of a criminal offence? (Please circle)

Yes / No

If Yes, please give details. This will not necessarily affect your application.

Important: If you are applying for a post connected with the provision of services to : children and young people, old people, disabled people or people with a learning difficulties or which involves employment in a Youth Club or Centre PLEASE NOTE that because of the nature of the work, such employment is exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974 (Exemptions Order 1975). Applicants are entitled therefore to withhold information about convictions which, for the purposes are 'spent' under the provisions of the Act. Any failure to disclose such convictions and, of course any other convictions could, if the applicant is given employment, result in dismissal or disciplinary action.

Reasons for Application

Please state your reason for applying for this post, and why you think you meet its requirements as outlined in the job description. Include any other information in support of your application. Continue on a separate sheet if necessary

Cont'd

Qualifications and Employment History

Qualifications:

Employment History:

References

Please give the names, addresses and telephone numbers of two persons who we may approach for a reference. One of these should be your present/last employer or tutor.

Name.....

Address.....

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Postcode.....

Tel no/s.....

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E-mail.....

Capacity in which known

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Is consent needed before taking up references?

Yes

No

Name.....

Address.....

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Postcode.....

Tel no/s.....

.....

E-mail.....

Capacity in which known

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Is consent needed before taking up references?

Yes

No

Personal Requirements

Do you consider yourself to be disabled? Yes No

All applicants with a disability who meet the basic criteria will be short listed for this position

Are you required to have a work permit? Yes No

If Yes, do you have a work permit? Yes No

Declaration

I certify that, to the best of my knowledge and belief, the information given in this application is correct.

Signature

Date