



## **Southampton Scrapstore Co-ordinator - Job Description 2019**

**Southampton Scrapstore** is a Hampshire based charity located in Southampton that has been doing its bit to make a difference for over 30 years.

We collect reusable materials from businesses that would have otherwise go to landfill.

The materials are then sorted by our volunteers and then used as a resource by our members - a range of community groups, artist, crafters, schools, childminders, theatre groups, event organisers and more.

### **Background**

The Southampton Scrapstore is located in a small warehouse in Southampton, The charity is managed by a voluntary management committee and supported by a team of volunteers who work in the store as well as supporting us with our fund raising activities and other tasks.

The successful applicant will be working with us to build on what we have already achieved and assist the charity to develop its capacity to grow, to cultivate new initiatives and explore mutually beneficial relationships with other organisations

For further details about Southampton Scrapstore please visit our website

<https://southamptonscrapstore.org.uk/>

### **Job Description**

**Hours:** 20 hours per week (flexible working, including occasional evening and weekend hours by agreement)

**Salary:** £12,428, per year, ( Calculated pro rata, £23,000 full time 37 hrs)

**Reports to:** Chair of Trustees, or designated person.

**Role:** You will have responsibility for co-ordinating the day to day running of the Scrapstore and to support the Management Committee (Trustees) in its future development.

### Charity Management

- Ensure that the Scrapstore is managed in accordance with the Southampton Scrapstore constitution and Charity Commission guidance.
- To implement and monitor our operational plan.
- To work with the management committee to support fund raising events and develop grant submissions.
- To arrange presence of charity at networking events and forums where appropriate.
- To ensure compliance with Health & Safety, environmental and other relevant legislation.

### Financial Management

- Manage the income and expenditure budgets including timely payment of invoices.
- Database management and preparation of monthly reports to Trustees.
- Reconciliation of bank accounts and annual audits.

### People Management

- Development of a volunteer plan.
- Direction and training of volunteers.
- Implement collection routines with drivers.

### Store Management

You will need to demonstrate that you are able to

- Oversee the smooth running of the store/shop.
- Develop and implement good practice protocols including compliance with Health & Safety, environmental and other relevant legislation.
- Co-ordinate the collection of resources from suppliers (with driver).
- Liaise with partner organisations, customers and suppliers and have a commitment to customer service.
- Manage your time and personal workloads

<b>Key Skills/Personal Specification</b>	<b>Essential of Desirable (E or D)</b>
Educated to GCSE/O Level standard including English	E
Experience of spreadsheet management and reporting (Excel) or similar	E
Experience of database management	E
Current driving licence	D

<b>Skills</b>	
Excellent inter-personal skills, able to build positive working relationships	E
Ability to problem solve and take responsibility	E
Ability to communicate effectively and clearly verbally and in writing	E
Good negotiation skills	D
Good numeracy skills	E
Ability to work as part of a team	E
Demonstrate a commitment to equal opportunities and diversity	E
Effective time management skills	E
A commitment to equal opportunities and diversity	D
Experience of dealing with a busy workload with a range of demands	E
Experience of providing good customer service	E
Experience of managing premises	D
Experience of working in a busy environment (preferably 2 years)	E
Experience of working with social media & willingness to learn web site management.	D
<b>Personal Qualities</b>	
Flexibility to change	E
Customer focused	E
Ability to work with others	E

<b>Specific Job Requirements</b>
This post is exempt from the Rehabilitation of Offenders Act and is conditional upon us receiving a satisfactory standard / enhanced Disclosure & Barring Check (DBS). (If applicable).