

Invitation to apply for in store consultancy position at Orinoco

Orinoco is looking for someone to temporarily be responsible for the day-to-day running and maintenance of the scrapstore, whilst the role of Store Manager is being redeveloped in light of new business planning and fundraising by the management committee.

We would like to invite you to apply for the temporary consultancy position (self-employed basis) at Orinoco. If you are interested in the position, please read the following information.

1. Consultancy terms

Consultancy period contract: Temporary (6 months) – 2nd January 2018 to 28th June 2018. (We would also advise, if possible, having an additional paid week in the store with the outgoing manager 19th and 21st December 2017)

Fee: £12 per hour for 18 hours per week (over 3 days).

Location: Store-based on Tuesday, Thursday and Saturday with occasional meetings elsewhere.

Purpose: The purpose of role is to be responsible for the day-to-day running and maintenance of the store.

Scope:

- a) Managing and organizing the store while ensuring compliance with the latest Health and Safety requirements, including opening and closing the store in line with the Community Centre Fire Safety guidance.
- b) Supporting store volunteers to run the store consistent with the management committee's priorities, including maintaining a volunteer rota and list of tasks
- c) Keeping a record of volunteer hours, number of customers in the store and weight of goods sold each week.
- d) Pricing stock, organising display and storage of stock to its best advantage. Sorting and display of customer and business donations.
- e) Loading the Orinoco van with materials from the store to be used at Orinoco events and Playdays (average 2 per month)
- f) Customer service and handling sales transactions.
- g) Selling higher value items on ebay, etsy or Gumtree and advertising stock on Orinoco Facebook page.
- h) Ensuring store takings are paid into the Orinoco bank account and the treasurer receives accurate, completed store reports every week.
- i) Passing on completed membership forms to the management committee member responsible when customer sign up in the store.
- j) Receiving supervision from a named management committee member.
- k) Attending the Orinoco management committee meeting to provide an update on progress every 2 months.
- l) Using the van as required to collect and dispose of stock
- m) Light to moderate lifting required.

2. Criteria

We are looking for the following criteria in the person qualifying for this consultancy contract:

- Experience of retail work or store management.
- Experience volunteer management.
- Experience of record keeping and handling money.
- Ability to attend work regularly and on time.
- Good customer service and communication skills.
- Excellent organisational skills and ability to manage workload independently.
- Training in or experience of managing health & safety including fire safety.
- Computer literate (able to use the Web, email and Microsoft Office – Word and Excel).
- Full UK driving licence that includes permission to drive vehicle category C1.

3. How to apply

Please submit the following before the **deadline of 4/12/17**:

- A CV outlining your previous work experience and clearly showing how you meet the person criteria.
- If your CV does not clearly state how you meet the criteria please include a covering letter explaining in more detail.
- Two professional or character references to be provided in advance.

If your application is eligible you will be invited for an informal meeting with the management committee to further discuss your suitability for the role in the week beginning **11/12/17**. Please be available for this meeting.

Please email your application to: tanya.berman@taneco.co.uk