

Chest Heart & Stroke Scotland

Sunday Assistant

Job Description



Job Title: Sunday Assistant

Location: 71-73 Raeburn Place, Stockbridge, Edinburgh.

Purpose: The main purpose of the post of Assistant Shop Manager is to support the manager to operate the charity clothes shop at this location. To help achieve targets, sales and profit as agreed with the Area Manager. Give support in the recruitment and development of volunteers

Reports to: Shop Manager

Responsible for: Volunteers and trainees

Days of work: 1 day per week (Sunday)

Hours of work: 5.5 hours per week
(12noon – 6.00pm per day with a 30 minute lunch).

Review of Work: The post holder is subject to the CHSS objective setting, supervision and appraisal process.

Annual Leave: 24 days plus 12 statutory days (pro rata for part time staff).

Salary: £6.94 per hour

Closing Date for Applications: 12noon on Friday 3 February 2012

Internal contacts: Head of Retail Operations & Trading
Area Manager
Shop Managers and Asst. Managers
Accounts Department
Fundraising Department

External contacts: General Public
CHSS Supporters
Local Traders
Local Contractors
Recycling merchants

Main Responsibilities:**To support the shop manager in all of the following:**

Compliance with Health and Safety Regulations

Acquiring sufficient stock to generate sales

Co-ordinating uplift of stock donations

Processing clothes and bric-a-brac etc

Recruiting, supervising, training and supporting volunteers, and trainees, some who may be vulnerable adults or young people

Organising staffing of the shop

Ensuring weekly targets are met

Organising handling and daily banking of cash

Completing required paperwork

Commercial window displays.

Ensuring high standards of CHSS shops are well maintained.

Attendance at any relevant training

Adhere to CHSS Policies & Procedures

To participate in the CHSS Appraisal and Support & Development process

Promote CHSS fundraising at a local level

To undertake other duties from time to time as directed by the Area Manager

The Charity Shop Assistant Manager is part of the CHSS fundraising team and is expected to contribute to the department's goal of raising revenue to enable the organisation to meet its objectives.

The above job description is not exhaustive and is clarified to include broad duties inherent in the post. Evaluation and development of this post may, in time, indicate a need to revise duties herein.

Equal Opportunities: CHSS is committed to equality of opportunity and to non discrimination on the grounds of race, religion or belief, age, sex, marital or civil partnership status disability, sexual orientation, transgender status, pregnancy or maternity.

CHSS aims to improve the quality of life for people in Scotland affected by chest, heart and stroke illness, through programmes of research, health promotion, advice and information and the provision of services to people who have these illnesses.

Chest Heart & Stroke Scotland

Sunday Assistant

Person Specification



	Essential	Desirable
Aptitudes Abilities Skills	Ability to communicate on all levels Good organisational skills Good presentation skills Ability to plan and work to targets Good interpersonal skills Ability to work independently and confidentially Negotiation skills Positive thinking Ability to work and think flexibly	Understanding of planning in a retail environment Training of Staff
Education and Knowledge	Knowledge of retail Knowledge of current trends in retail Administration	Knowledge of local community Knowledge of charity retail
Previous Experience	Working in a retail environment Working as a member of a team	Working with Volunteers
Values/ Attitudes	Non judgemental attitude Commitment to equal opportunities	