

## **JOB DESCRIPTION**

Job Title: Sales and Warehouse Operative  
Pay: £11.44  
Hours: 20 hours (Exact days and hours TBC)  
Reports to: Deputy CEO

### **Background**

Every weekday St Paul's Centre delivers a range of projects that benefit the lives of people in our community. We are looking for an enthusiastic team member to support St Paul's Centre by contributing towards key activities that focus on maximising income to the charity to support these much-needed community projects.

We need a flexible energetic person for a role that is varied but uncomplicated. It would suit someone who has good organisational skills, is able to work under their own initiative, and who enjoys the challenge of being part of a team that is focused on making sure the St Paul's Centre delivers successful services that contribute to community needs,

***You will contribute to various team objectives in this role, but ultimately report to the Deputy CEO.***

### **Bric-a-Brac Duties**

Working alongside a team of volunteers the post-holder will sort through our donated Bric-a-Brac items, this will include the following tasks:

- Assessing which items are suitable for resale (via eBay or Friday Sale), reuse or disposal
- Sorting and cleaning items that are to be retained for re-use or resale
- Supporting the retail team in the pricing up of items ready for resale
- Maintaining a tidy and well-ordered Bric-a-Brac storeroom

### **Centre Display Duties**

As part of the Retail Team, the post-holder will be responsible for the display of the Bric-a-Brac Sales Room in preparation for the Friday Sale, these duties include:

- Supporting volunteers in pricing and displaying goods for sale
- Maximising the space and display of the Sales Room to ensure highest financial returns
- Rotating / removing unsold stock as appropriate
- Supporting the sales team to maximise income from our Friday Sale

### **Ebay Team Duties**

The post-holder plays a key role under guidance in processing items for sale on the charity's eBay platform, these duties include:

- Packing safely and securely merchandise for carriage
- Researching the value and description of items to be listed as directed
- Contributes towards customer services on behalf of the charity as required

### **Back Gate Response**

The post-holder will contribute towards receiving donations and collections at the back gate ensuring correct procedure is followed.

## Marketing

The post-holder will contribute towards the marketing strategy of the charity as directed by the Deputy CEO.

## Person Specification

| ESSENTIAL | DESIRABLE | SKILL SET   |
|-----------|-----------|---|
| X         |           | <i>Strong organisational skills</i>                       |
| X         |           | <i>Attention to detail</i>                                |
| X         |           | <i>Ability to work on your own initiative</i>             |
| X         |           | <i>Enthusiastic team player</i>                           |
| X         |           | <i>Dependable and punctual</i>                            |
| X         |           | <i>Ability to be flexible with changing priorities</i>    |
| X         |           | <i>Basic computer literacy skills</i>                     |
|           | X         | <i>Confident and competent with basic manual handling</i> |
|           | X         | <i>Strong communication skills (written and oral)</i>     |

## **The Values of St Paul's Centre**

As a Christian organisation we will:

- Seek to share our faith in Jesus Christ.
- Employ best business practice at all times.
- Use our people, money, facilities and time to the best use of those who need our help.
- Be credible, dependable, caring and trustworthy.
- Strive to be environmentally friendly.

To those who work with us we will:

- Provide a safe, healthy and supportive environment in which to work.
- Be honest, open and clear in all of our communications.
- Treat each person with fairness, respect and care.
- Have an agreed personal development plan.
- Encourage each person to share and promote these values.

To those who need our help we will:

- Give the best quality help we can.
- Respond as fast as we can.
- Treat each person with respect.
- Provide an honest and friendly service.
- Act as advocates for them

If you are interested in this role, please send your CV along with a supporting statement detailing why you think you'd be a strong candidate to the following email address:

[Jez.Chalmers@stpaulscentre.org.uk](mailto:Jez.Chalmers@stpaulscentre.org.uk)