



Deputy Store Manager **Part time- 22.5 hours per week Fixed Term for 6 months**

Details for applicants.

1. Application process.

Please carefully read the job advert, job profile and person specification. [These documents and other information about the project can be found requested by emailing: jaimedodson@emmausoxford.org.

If you would like to apply then please complete the Application form and send this to: jaimedodson@emmausoxford.org. We would prefer applications by email if possible and will conduct all correspondence by email unless you request otherwise. If you experience difficulties downloading the appropriate documents do call us and we will arrange for them to be emailed to you or sent by ordinary post.

PLEASE DO NOT SEND CVs APPLICATIONS MUST BE MADE USING AN EMMAUS APPLICATION FORM

You may also, if you wish, complete and send the Equal Opportunities Monitoring Form to us. This is anonymous, entirely voluntary and does not form part of the assessment process.

Please allow time for your application to reach us. We will acknowledge receipt of your application as soon as we can and within 3 working days. If you do not receive acknowledgement in this period, please confirm verbally that your application has arrived by ringing Jaime Dodson on 01865 763698 or by email: jaimedodson@emmausoxford.org

Closing date for applications is **Monday 24th September at 9am**

Short-listed candidates will be informed as soon as possible and will be assessed by interview shortly after shortlisting is completed - this could be at any point in the working day.

Please make sure you are available to participate in this process if you are selected.

Short-listed candidates will be advised of the precise times or any changes of dates as soon as they are known. Dependant on numbers of applicants we may not be able to inform applicants that they have not been shortlisted

It is important that you understand that the assessment process is two way - you will be deciding if Emmaus Oxford is right for you, as well as the other way around. We may need to re-advertise, vary or extend the process at any point as it is very important to us to recruit the right person.

Emmaus Oxford follows an equal opportunities policy.

2. DBS [Disclosure and Barring Service] formally CRB checks

If you offered the post this it will be subject to us making an enhanced DBS check. It is a requirement of the position that you consent to us making this check and that the results are

acceptable to us. If you do have a record of any criminal convictions [spent or unspent], cautions, reprimands, or final warnings you will need to advise us of this before we make the check [and there is space on the application form for this]. Previous convictions will not necessarily exclude you from being accepted for the position.

3. Basic terms and conditions.

Full and more detailed terms and conditions of employment will be discussed and agreed with the successful applicant at the point that they are offered the job- what follows are some key features that applicants need to be aware of.

This is a part time role working **22.5 hours** a week

This is a **fixed term contract for 6 months**, with a possibility for an extension

The salary offered is in the range **£24,000 Pro rata**

Emmaus Oxford currently runs its business operations seven days a week, Monday to Sunday and this post will form part of a management team covering a 7 day a week rota and will include some bank holiday working.

Most likely working times are between 9am and 5pm.

The post holder will receive 33 days holiday a year including bank holidays pro rata [though some bank holidays may need to be worked and taken 'in lieu'].