



8th July 2021

Dear Applicant,

Thank you for taking an interest in the role of Business Development Manager at Emmaus Salford. This is a full-time appointment and an exciting opportunity for anyone who likes a challenge and has the initiative and skill to deliver our business model and develop it further. We are seeking someone who has a knowledge of retail and/or has commercial experience and knows how to develop a business (our social enterprise).

We look forward to receiving your application. To complete your application you will need to have read the following documents, all the forms can be downloaded from our web site:

- Job Description including Person Specification
- Application Form (*)
- Equal Opportunities Form, this form is part of the application form (*)
- Declaration of Criminal Records Form, this form is part of the application form (*)

Please note the following:

- a) The salary for this post is within the range £28,000 to £32,000 p.a.; it is at the Trustees' sole discretion as to the point within the salary range that any appointment will be made. Any progression within the range is linked to performance reviews.
- b) The appointment is for a full-time post. The working week is 40 hours, Monday – Saturday, a rota of working hours is agreed with the Community Director.
- c) We are seeking someone with relevant experience and qualifications, someone who can show initiative in developing our social enterprise, a strong team player.
- d) The closing date for all applications is **Noon on Tuesday 3rd August 2021**
- e) Interviews: during week commencing 16th August 2021

Please do complete all three forms marked with an * above and submit them before the closing time/date of **noon on Tuesday 3rd August 2021**

Completed applications with accompanying documents (*) should be submitted to

hr.salford@emmaus.org.uk

Further Information

About Emmaus:

We provide more than just a bed for the night to people who have experienced homelessness and social exclusion. Here is what we do:

- provide a home for as long as someone needs it, our residents are known as Companions
- Companions volunteer to work in our social enterprise, where we provide training and support to gain new skills and in this supportive environment Companions can regain self-esteem, confidence and work towards achieving their aspirations
- the community provides a stable living environment
- Volunteers support the Community too, and work within the social enterprise
- Our staff team provide a strong support service to help each person overcome their reasons for homelessness, any health issues, and develop their aspirations in securing paid employment and successful independent living

Due to Covid-19 lockdowns and local restrictions in Greater Manchester our social enterprise has not been fully operational since March 2020; we are reopening our shops on a phased programme as planned refurbishment work to each property is completed. This may mean from time to time we must restrict access to some of our sites, and there is a strict rule enforced, members of the public are not permitted to access or visit our Warehouse/Workshop. However, by prior arrangement, with the Community Director we will try to agree a date/time for any Applicants to visits all buildings from where we operate.

Please contact Rachel Richardson, Community Director with any queries, we advise all applicants to check our web site for more details about Emmaus Salford prior to submitting their application. We will endeavour to answer any questions and provide a response to queries that you email to us.

The interview process will be in two stages, successful applicants will be invited to an informal group meeting with a small group made up from Companions, Staff and Trustees; this will be followed by the full interview at which point you will be asked to make a short presentation on a topic that you will be notified of within your invitation to attend for interview.

Hilary Dunn
Chair of Trustees

Rachel Richardson
Interim Community Director