



Application Pack

Boutique Stock Coordinator

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About Emmaus

At Emmaus Village Carlton, formerly homeless people find a place where they can enjoy companionship and support. Each person has their own room whilst living in the community. When a companion wants to move on, he or she will be assisted to find accommodation and work.

We offer work

All companions work full time and there is work for everyone. The shops and bistro provide a commercial setting where skills can be learned in a friendly atmosphere.

We offer a new beginning

Emmaus offers homeless people a fresh start in life with the support of the community around them. They can stay as long as they wish and are offered opportunities to acquire skills. When a companion wants to move on, he or she will be assisted to find accommodation and work.

Emmaus in the world

Emmaus isn't just in the UK, in fact it originally started in France in the 1940s. Since then Emmaus has grown into an international movement with more than 400 groups based in 41 countries across the world. Emmaus started in France shortly after the Second World War, when homelessness was a big issue.

How it works

There are currently 35 Emmaus communities across the UK, providing a home and meaningful work to more than 840 formerly homeless people. In addition to this, there are five emerging groups, working hard to establish new communities. No two Emmaus communities are the same – each has its own individual personality, providing a set of services that meet the needs of the local area. The UK is now the largest Emmaus movement outside of France.

Terms of employment

Salary:	£19,760 p.a. gross per annum
Hours of work:	40 hours per week: Monday to Friday or alternative to be agreed. Weekend working may be required as we are open to the public Wednesdays – Sundays.
Pension:	An auto enrolment pension arrangement whereby the employer contributes 5% and employees 3%
Holidays:	23 days per year plus Bank holidays
Training and development:	Individually tailored induction, training and development
Employee Assistance:	24/7 employee assistance scheme is available

Working conditions

Emmaus Village Carlton runs its operations seven days a week and provides 24 hours, 7 days/week support to the community. We open to the public five days a week, Wednesday to Sunday.

Emmaus works with vulnerable adults at risk. Staff and volunteers must observe the proper professional boundaries while performing their role.

All staff must always act in a way which will maintain the good reputation of Emmaus Village Carlton, upholding the policies and procedures of Emmaus and striving to preserve good working relationships

with staff, volunteers, companions and trustees. All staff are required to keep personnel information and significant matters relating to the community confidential.

In Emmaus, volunteers are an important resource and make a vital contribution to Emmaus' aim to take action to help the most disadvantaged people. Emmaus therefore encourages the development and support of volunteer involvement in its work.

We expect you to carry out your job responsibilities in an environmentally aware manner. Our aim is to ensure all resources are utilised effectively and efficiently.

Site Details

Emmaus Village Carlton is currently based on a single 6-hectare site. There are two trading buildings open to the public, an 'Under 1 Roof' building for sorting of donated goods, a waste recycling area, offices, gardens, playing fields, three residential houses for companions, move on accommodation and staff accommodation.

Safeguarding and right to work in the UK.

The role will involve working with companions and requires a Disclosure and Barring Service (DBS) check. This is to check the criminal records and that the person is not barred from working with 'adults at risk'. Some companions can be classed as adults at risk.

After interviews, the successful candidate will be required to provide evidence of their right to work in the UK and complete a DBS check.

Application process

To apply please send your completed application form to Barbara Fitzgerald, Retail Manager barbarafitzgerald@emmausvc.org by **Sunday 20th March 2022 at 5pm**.

Those shortlisted will be invited to an **interview on Wednesday 30th March 2022**.

Find out more about Emmaus Village Carlton by visiting https://www.emmaus.org.uk/village_carlton

We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age

Emmaus Village Carlton, School Lane, Carlton, MK43 7LQ. T: 01234 720826
Charity Number: 1083113. Company Number: 3924340



Emmaus Village Carlton Boutique Stock Coordinator Job Description

Job Title:	Boutique Stock Coordinator
Reports To:	Retail Manager
Location:	Emmaus Village Carlton, School Lane, Carlton. MK43 7LQ

Job Purpose

Sorting and organising the flow of donations for our Boutique in U1R (our warehouse) is key to the income potential of sales.

This role has the responsibility for organising the flow of donated textiles and other items from drop off in U1R through to the Boutique, including sorting, quality control, hanging and pricing.

Actively contribute and support the Retail Manager and team to develop and grow the Boutique sales on the Emmaus Village Carlton site.

Duties and Responsibilities

Responsible to the Retail Manager to:

- Organise the flow of donated textiles from drop off in U1R through to the Boutique, including sorting, hanging, and pricing.
- Sort donated textiles into grades for sale in the shop, online and for rag wholesale;
- Respond to requests for stock from the Boutique, other agencies and for events;
- Coordinate selection and storage of seasonal items;
- Work alongside Companions and volunteers to maintain quality control and to ensure that correct processes are followed.

Health and Safety:

- Adherence to all procedures related to Health and Safety including manual handling and PPE
- Ensure that a good standard of hygiene and cleanliness is maintained;
- Ensure all equipment used is well maintained, in good working order and to log any defects and report the Retail Manager as required;
- Maintain high standards of cleanliness, personal hygiene and appearance at all times.

Team working:

- Actively contribute and support the Retail Manager and team to develop and grow the boutique sales on the Emmaus Village Carlton site;
- Promote teamwork and motivate volunteers and companions to ensure effective working relations and communication;
- Liaise with the support team and other departments as required.

Other Duties:

- Perform any other tasks or duties deemed necessary by the Retail Manager.

Person Specification	
Essential	Desirable
Experience	
<ul style="list-style-type: none"> • Good interpersonal skills • Experience of motivating others • Working within a retail setting 	<ul style="list-style-type: none"> • Working with vulnerable people or people with challenging behaviour • Experience of working with volunteers • Experience of working with and relating to a diverse range of people
Skills	
<ul style="list-style-type: none"> • Attention to detail • Organised and methodical 	<ul style="list-style-type: none"> • Brand awareness and interest in current trends
Knowledge and Commitment	
<ul style="list-style-type: none"> • Able to follow Codes of Practice. 	<ul style="list-style-type: none"> • Knowledge of health and safety in the workplace
Personal Characteristics	
<ul style="list-style-type: none"> • A belief in the potential of each individual and an understanding of the importance of community in helping an individual to achieve their potential • Effective team player, with the ability to lead and delegate • Ability and willingness to work with and alongside Companions, staff and volunteers • Motivated, proactive and ability to use own initiative • Empathetic and understanding of a wide range of needs and experiences • Awareness and acceptance of own limitations • Commitment to environmental sustainability and social development • Awareness, understanding and compliance to Equal Opportunities • Understanding of professional boundaries • Able to welcome people into the community with no prejudice. 	