

**Boutique Donation Sorter - Full time (37.5 hours)**

**12 MONTH MATERNITY COVER**

**Salary £22,672**

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| **Job Title:** | Boutique Donation Sorter  |
| **Reports To:** | Retail Manager |
| **Location:** | Emmaus Village Carlton, School Lane, Carlton. MK43 7LQ |

**Job Purpose**

Sorting and organising the flow donations for the Boutique is key to the income potential of our Boutique sales.

This role has the responsibility for organising the flow of donations from drop off 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 donations from drop off 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.
* Maximise Gift Aid revenue from donations.

**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 to 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.

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| **Person Specification** |
| **Essential**  | **Desirable** |
| Experience |
| * Good interpersonal skills
* Experience of motivating others
* Working within a retail setting
 | * 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
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| Skills |
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| * Attention to detail

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| * Organised and methodical
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| Knowledge and Commitment |
| * Interest in clothing and knowledge of different brands
* Able to follow Codes of Practice.
 | * Knowledge of health and safety in the workplace
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| Personal Characteristics |
| * 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.
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To apply please send your CV and a covering letter detailing how you fit the Person Specification for this role to Barbara Fitzgerald, Retail Manager by **Friday 19th January 2024**.

Email: barbarafitzgerald@emmausvc.org