



YEAST SCRAPSTORE MANAGER - PERSON SPECIFICATION AND JOB DESCRIPTION

We are seeking to appoint a forward thinking and creative manager to work in collaboration with our active team of trustees and volunteers to maintain and develop the work of YEAST Scrapstore within our local communities. As we seek to fully reopen the hours of employment are flexible.

- Job Title – Yeast Scrapstore Manager
- Salary - £12,480 per annum
- Hours – 20 hours a week over 5 days
- Location – Unit 7, Dyehouse Lane, Glastonbury BA6 9LZ
- Reporting to - Board of Trustees
- Responsible for - Dedicated team of volunteers

Person Specification

Skills - Essential

Yeast Scrapstore Manager will

- Have the ability to lead and work well within a team.
- Have strong experience in the supervision and management of a diverse group of volunteers/staff.
- Have Inclusive Communication Skills suitable for working with Children, Young People and Adults, acknowledging neurodiversity across all generations.
- Have an ability to manage a wide and varied workload
- Be able to prioritise tasks and activities in order to meet deadlines
- Have the ability to delegate tasks appropriately
- Be confident in networking and have proven experience in building positive professional relationships
- Be able to motivate and support others
- Have experience in the creative use of waste for recycling
- Have a good understanding of working with budgets.
- Hold GCSE English and Maths grade C / 4 or above, (or relevant recognised equivalent e.g. Functional Skills level 2)
- Have good IT skills being competent in the use of Microsoft Word, Excel & Outlook, and confident in the use of Social Media such as Facebook and Instagram.

Skills - Desirable

- Be trained in current safeguarding practice for working with vulnerable people
- Have a current Food Hygiene Qualification
- Have a current First Aid Certificate
- Have a current Drivers License
- Have a current DBS and be registered with the DBS Update service
- Have experience in managing and updating websites

Person Specification

Attributes

The characteristics we hope you will have

- people centred, but not to the detriment of getting the job done.
- Can work as part of a team
- can cooperate with and enable others to achieve their potential
- will be environmentally conscious
- an ability to be creative with the resources with have, and be able to encourage others to do so too

Job Description

Yeast Scrapstore manager is responsible for ensuring that the following activities are undertaken by working with the trustees and volunteers

The manager is expected to be supportive of the aims of the Yeast Scrapstore and to respect the unique contribution of every individual, working positively in an equal opportunities focused and diverse environment.

Tasks

Enrolment and Engagement of volunteers

- Actively Recruit new volunteers to support the daily operations of the scrapstore and its activities within the community.
- To uphold and actively promote with volunteers, the delivery of the scrapstore's key ethos, principles and aims

- To provide all volunteers with a full induction ensuring relevant policies and procedures are understood and adhered to.
- To oversee and encourage the work and involvement of volunteers, enabling them to integrate into the existing team.
- Recognise and value the unique contributions and skills of all volunteers, encouraging their engagement with activities and events.
- Utilize, access and arrange appropriate training opportunities to meet the needs of all volunteers in delivering the scrapstore aims, and extending this to the wider community as appropriate. Prepare rotas and appropriate staffing levels to ensure that advertised store opening hours are adhered to. This will require a flexible approach to being able to cover additional hours during peak times or to cover for staffing issues.

Activities and Events

- Actively Work with the volunteers to develop regular opportunities for adult and children's activity sessions.
- To agree scheduled opening times with the trustees in line with external activities and events.
- To provide visitors to the Scrapstore with inspiring and interesting ideas on how they might best use the resources available. To make good use of the scrapstore itself to reflect and promote creative ideas.
- Actively seek out opportunities to create links with relevant businesses, organisations, individuals and community groups in order to benefit the needs of the community, encourage wider use the scrapstore and engagement in scrapstore activities and events
- Develop new links with local businesses and other Scrapstores in the area to increase the selection of scrap And promote beneficial scrap exchanges. Ensure all donated scrap is well organised, safely stored or effectively displayed as appropriate.
- Organise annual volunteer celebration event

Administration

- Maintaining the membership database. Including promoting new memberships and maintaining existing individual and organisation memberships.
- Follow procedure for the control, reconciliation and banking of all store takings including card payments. Managing the day-to-day finances.
- Arrange essential daily purchases within store to be approved by the Trustees. To keep and review shop equipment and stationery requirements and to operate and manage petty cash within company policy.
- Provide administrative support to the trustees in relation to all areas of legal compliance including insurances, utilities and update of operational policies and procedures.

- Provide administrative support to the trustees in relation to grant and funding applications, implementation and review of projects in line with specific outcomes dictated by the appropriate funding sources.
- Promote the work of the scrapstore in order to increase visibility within the wider community, utilising social media, the website and other appropriate advertising platforms.
- Provide short, succinct Managers Reports for Trustee meetings and to attend these meetings at the trustees request. (You are not required to attend all Trustee meetings and attendance will be based on projects and need at the time)

Premises management

- Ensuring that the Yeast Scrapstore is clean, tidy and accessible at all times, in line with Health & Safety and current Covid requirements
- To oversee the safe and sanitary upkeep of bathroom and kitchen areas
- Ensure the security of store premises, stock, cash and valuables of the store and its staff/volunteers.
- Ensure the welfare and health and safety of all volunteers. To monitor working practices and to take account of and implement existing employment law, health and safety legislation and internal policies.
- Liaise with external services where appropriate to ensure legal compliance and general premises maintenance, e.g. PAT testing, fire equipment and procedure, utility services etc.

The store manager will be working in a developing environment and will therefore be expected to undertake other appropriate duties as required for the effective operation of Yeast Scrapstore.