

## JOB DESCRIPTION

<b>Job Title:</b>	Charity Shop Donations Sorter
<b>Report to:</b>	Products & Services Coordinator
<b>Hours of Work:</b>	Dependant on needs of shop
<b>Salary:</b>	Dependent on age
<b>Location:</b>	Birmingham (office based in Boldmere, Sutton Coldfield)
<b>Contract Type:</b>	Zero Hours

<b>Job Purpose</b>
<p>To support the charity through its retail shop, maximising sales by ensuring the shop is well stocked with good quality, suitable donations.</p> <p>To work in stock preparation, sorting and pricing stock and ensuring it is fit for sale before it goes into the shop.</p> <p>To assist with ad-hoc charity shop work, including financial processes relating to the shop as required.</p>

<b>Essential Duties/Responsibilities:</b>
<ul style="list-style-type: none"> <li>To work to set standards of stock preparation, ensuring all stock is sale worthy and priced appropriately</li> <li>To ensure the sorting room is kept in a safe and organised manner and all materials are well stocked</li> <li>To liaise with the charity shop staff and volunteers to ensure the shop stock levels remain consistent</li> <li>To empty the donation bin and process the donations</li> <li>To ensure all overstock and out of season items are labelled and stored correctly</li> <li>To ensure all recycling is correctly packed, labelled and stored appropriately</li> </ul>

<b>Skills &amp; Qualifications:</b>
<ul style="list-style-type: none"> <li>Charity shop stock experience</li> <li>Knowledge of the charity sector</li> <li>Good communication skills</li> <li>Creative and good eye for detail</li> <li>Excellent organisational skills</li> <li>Experience of working with volunteers</li> </ul>

<b>Special Conditions:</b>
<ul style="list-style-type: none"> <li>This is a description of the job as it is at present.</li> <li>It does not form part of the contract of employment.</li> <li>Job Descriptions are regularly reviewed and altered when necessary in conjunction with the post holder.</li> </ul>

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Age Concern Birmingham / Jubilee Citizens UK are committed to  
 Safeguarding:  
 Promoting good practice and prevention of harm and abuse  
 To ensure allegations of abuse or suspicions are dealt with and the person experiencing abuse is supported

## PERSON SPECIFICATION

### Charity Shop Donation Sorter

FACTORS	ESSENTIAL	DESIRABLE
<p><b>Skills, Knowledge, Abilities</b></p> <ol style="list-style-type: none"> <li>1. Knowledge/experience of second hand goods</li> <li>2. Understanding of Equal Opportunities and Diversity in service delivery</li> <li>3. Excellent interpersonal skills (communication, listening skills)</li> </ol>	<p style="text-align: center;">* * *</p>	
<p><b>Previous Experience</b></p> <ol style="list-style-type: none"> <li>4. Previous experience of working in charity retail including stock and donations</li> <li>5. Experience of managing own workload</li> </ol>	<p style="text-align: center;">*</p>	
<p><b>Personal Characteristics</b></p> <ol style="list-style-type: none"> <li>6. Commitment to the role</li> <li>7. Positive attitude towards work and development</li> <li>8. Attention to detail</li> </ol>	<p style="text-align: center;">* * *</p>	

September 2021