

# Job Description

Position	Charity Retail Assistant
Salary	£7.83p/h
Period of Employment	6 months, subject to periodic reviews
Hours/Days Required	3 or 4 days over 7 (25 hours work per week, Plus 5 hours for training and mentor support)
Placement Organisation	Revive Leeds, Seacroft (East Leeds) Recycling Site, Limewood Road, LS14 1LU
Responsible to	Work Placement Supervisor and PATH Project Officer
How to Apply	Email, CV and supporting statement to <a href="mailto:step@pathyorkshire.co.uk">step@pathyorkshire.co.uk</a> and include an eligibility check form/ application declaration form downloadable from the Vacancies Page of our website, <a href="http://www.pathyorkshire.co.uk">www.pathyorkshire.co.uk</a> .
Job Start Date	<b>ASAP</b>

## About the Placement Organisation

**Revive Leeds is a Community Interest Company with two Member Charities SLATE and SVP which aims to add value and deliver long-term social, economic and environmental benefits in all that we do**

### The values of Revive Leeds are:-

Respect	for ourselves and others
Pride	in everything that we do
Solidarity	helping those in need
Empowerment	having a “can do” attitude
Professionalism	a first-class customer service
Honesty	the courage to have truthfulness and sincerity in all action and speech

### Revive Leeds Objectives

- To reduce the amount of waste going to landfill
- To educate the public about re-use and re-cycling
- To provide work opportunities for people living local to the Revive shops
- To provide training and volunteering opportunities for the beneficiaries of the member charities, in particular people living in social deprivation (NI152/3), homeless and people with learning disabilities (NI146)
- To provide financial provision through the generation of surplus for the purpose of supporting the beneficiaries of the member charities

## Purpose of the Placement

This paid placement is funded through the STEPS programme and aims to support Leeds residents who are over 25 years old and long term unemployed (unemployed over 12 months and over) develop their confidence and work skills within diverse sectors with supportive employers within a 6 month fixed term period. \*Eligibility terms and conditions apply.

Participants will be working for 25 hours in a paid role. In addition they will be required to undertake 5 hours of paid personal development training which will include either volunteering within your paid placement or with another organisation or undertaking some training or courses.

## Work Skills Development Opportunity

The purpose of the role is to work as part of a team running a re-use shop on a Household Recycling site with the aim of raising funds for our Member Charities SVP and SLATE by selling affordable reusable items to members of the public

Responsible to Work Placement Supervisor/ Assistant Manager and PATH Project Officer

This is a Charity Retail Paid Placement (6 months paid - through STEP?) that will give the employee the opportunity to learn and develop the skills knowledge and experience necessary to progress further within the organisation should the opportunity arise or indeed into any position in Retail or a similar Voluntary sector position.

### Responsibilities:

- Participating in the day-to-day running of the shop
- Working as part of a team, with paid staff and 'volunteers' some of whom may have special needs
- High levels of housekeeping i.e. keeping the shop and displays clean and tidy
- Working within company Health & Safety procedures e.g. ensuring all fire exits and escape routes are kept free from obstruction
- Being vigilant at all times to help minimise stock loss
- Transporting Items to the Recycling Site as required
- Maintaining good working relations with LCC staff on the Recycling Site
- Meeting and Greeting all customers
- Accurately Recording all customer post codes and items that are either sold or donated (after training)
- Ensuring that all goods are fit for re-sale (after training)
- Dealing with customer enquiries promptly and effectively (after training)
- Ensuring the highest levels of customer service and care at all times
- Operating the till and accurately handling the cash
- (if appropriate after training)
- Undertake all relevant training
- Travelling to meetings and training sessions

## Personal Development

**Further training** and experiences may be gained as appropriate.

# SELECTION CRITERIA

The ESSENTIAL CRITERIA are those criteria that you must meet in order for you to be considered or given a chance for an interview.

The DESIRABLE CRITERIA are not necessary for you to meet but if you indeed do so, they can be considered an advantage that you have over other applicants who also met the essential criteria.

<b>SKILLS &amp; COMPETENCIES</b>	<b>Essential Criteria</b>	<b>Desirable Criteria</b>	<b>Method of Assessment</b>
Have good communication, team working, interpersonal and organisational skills;	x		Application & Interview
Good Numeracy and Literacy skills		x	Application & Interview
Have a passion for working with people	x		Application & Interview
Have the ability to work in a fast-paced environment;	x		Application & Interview
Ability to work independently, meet deadlines and priorities	x		Application & Interview
Good attention to detail		x	Application & Interview
Ability to work to policies and procedures	x		Application & Interview
Smart appearance and articulate		x	Application & Interview
Confident manner		x	Application & Interview
Comfortable working with members of the public		x	Application & Interview
Ability to lift heavy objects and be on feet all day		x	Application & Interview
<b>KNOWLEDGE &amp; EXPERIENCES</b>	<b>Essential Criteria</b>	<b>Desirable Criteria</b>	<b>Method of Assessment</b>
Understanding on Charity Retail and Reuse		x	Application & Interview
Customer service experience	x	x	Application & Interview
<b>BEHAVIOURAL &amp; VALUES</b>	<b>Essential Criteria</b>	<b>Desirable Criteria</b>	<b>Method of Assessment</b>
Work in accordance with organisational policies and procedures of Path Yorkshire and Revive	x		Application & Interview
Pro-active approach to work	x		Application & Interview
Adhere to dress code	x		Application & Interview
Can do attitude	x		Application & Interview
Willing to undertake training and other appropriate duties	x		Application & Interview

## Disclaimer

- Your contract of employment will cease at the end of the 26 weeks
- Benefits may be affected as this placement will be classed as paid employment

# RISK ASSESSMENT OF THE TRAINING POSITION

## A. CLIENT GROUPS, the trainee will work with

- |  |   |   |
|--|---|---|
| General Public <input checked="" type="checkbox"/> | Factory Work <input type="checkbox"/>                                 | Other Agencies <input type="checkbox"/>                               |
| Children <input type="checkbox"/>                  | People with learning difficulties <input checked="" type="checkbox"/> | Clients in their own home resident or hostel <input type="checkbox"/> |

## B. PHYSICAL CONDITIONS:

### 1. Work is conducted in the main

- |  |  |   |
|--|--|---|
| Indoors <input checked="" type="checkbox"/>  | Outdoors <input checked="" type="checkbox"/> | Sitting <input type="checkbox"/>              |
| Standing <input checked="" type="checkbox"/> | Walking <input checked="" type="checkbox"/>  | Office Accommodation <input type="checkbox"/> |

### 2. The training will involve

- |   |   |   |
|---|---|---|
| Lone Working <input type="checkbox"/>             | Working out on the Estate <input type="checkbox"/>                    | Working underground <input type="checkbox"/>            |
| Climbing <input type="checkbox"/>                 | Working on the Counter <input checked="" type="checkbox"/>            | Working in Void Properties <input type="checkbox"/>     |
| Bending <input checked="" type="checkbox"/>       | Manual Handling tasks <input checked="" type="checkbox"/>             | Working in confined spaces <input type="checkbox"/>     |
| Stretching <input checked="" type="checkbox"/>    | Working at Heights <input type="checkbox"/>                           | Contact with discarded needles <input type="checkbox"/> |
| Driving <input type="checkbox"/>                  | Potentially working in a smoking environment <input type="checkbox"/> |   |
| Cash Handling <input checked="" type="checkbox"/> | Use of Display Screen Equipment <input checked="" type="checkbox"/>   |   |

## C. CONTROLS TO MINIMISE HAZARDS

The following specialist equipment will be provided for the traineeship.

Personal Protective Equipment	<u>Steel Toe Cap Boots, high Viz, gloves,</u>
Protective Clothing	<u>n/a</u>
Type of Vehicle (other than car)	<u>n/a</u>
Other equipment used	<u>n/a</u>

To control the hazards identified by this assessment, we are committed to providing Induction Health & Safety training plus further detailed training as appropriate to the post.

**We want all our trainees to work in safe and healthy conditions. In accordance with health and safety legislation – all trainees have a duty to act responsibly and to do everything they can to prevent injury and ill health to themselves, work colleagues and others.**