



JOB DESCRIPTION

PROPER JOB RESOURCE CENTRE ASSISTANT

Job title:	Resource Centre Assistant
Reports to:	Operations Manager, CEO and Proper Job Trustees
Hours:	Part time approx. 14 hours a week
Salary	National Living Wage
Location	Proper Job Resource Centre, Market Field, Chagford, TQ138DR
Probation Period	3 Months

Main purpose of job

The purpose of the role is to assist in the day to day running of the Proper Job Resource Centre to maximise sales and profitability.

Main Activities/ Tasks:

- To assist and serve customers, providing a service of the highest standard.
- To assist with processing stock, including sorting, pricing and displaying of donated items.
- To be involved with the till and gift aid operations and the handling of cash
- To promote public understanding of The Proper Job Resource Centre charity and the importance of the project within our community.
- To promote and apply Proper Job policy especially Health and Safety.

Qualities/ Experience/Skills

- To assist with processing stock, including sorting, pricing and displaying of donated items.
- Good communication and customer care service skills are essential to fulfil this role.
- Being able to work as part of a team environment and with the general public is essential.
- You must be physically fit and able to carry and process donations including furniture.
- A good knowledge to be able to price up items such as clothing, bric a brac and furniture is also essential.
- A full clean driving licence and the confidence to drive a 3.5 tonne van is preferred but not essential.

Training

Full in-house training will be given of operational procedures during your Induction Period.

About Proper Job

Proper Job is a successful, community-led environmental charity, established in 1995, and located in the small, Dartmoor town of Chagford in West Devon. It's a locally rooted response to a global issue; that of wasted resources and the profound disconnect between what we buy and what we throw away. It aims to reclaim and retain these wasted resources on behalf of its community, challenging and changing perceptions in the process. By doing so, it also demonstrates to the world the level of change that's possible to effect from a grassroots level.

Proper Job has three arms: a community reuse centre on the edge of the town that takes people's unwanted items for reuse, composting and recycling (The Resource Centre), and another that's a second hand clothes and homeware boutique shop in the centre of town, that sells the best seasonal items donated to the centre (Uptown). The third arm is a trading subsidiary: a community wholefood shop and café, the Courtyard. All three arms deliver educational outreach work in line with Proper Job's charitable objectives. As such, they address the way we live in the world and the value we place on its resources, and seek to define a better, healthier future for people and planet.

Proper Job's vision is of a protected and preserved local environment; with local people taking active and positive responsibility for their wasted resources, by engaging in waste reduction, repair, reuse, composting and recycling. The local natural environment is improved, resources are conserved, the community is healthier and more resilient and the shift in behaviour brings with it positive economic impact.

Proper Job's charitable objects are described as follows:

For the public benefit, the protection and preservation of the environment, in particular, but not exclusively, by

- (a) the promotion of waste reduction, reuse reclamation, recycling, use of recycled products and the use of surplus; and
- (b) advancing the education of the public about all aspects of waste generation, waste management and waste recycling, in the United Kingdom.

How to apply?

Send a CV and covering note to alison@proper-job.org or post Proper Job Resource Centre CIO, Market Field, Chagford, TQ13 8DR.

Application Deadline

Monday 23rd March 2020, interviews will be held week commencing 23rd March. Successful applicant is expected to start as soon as possible.