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| Job title: | Charity Shop Assistant – Wylde Green |
| **Salary:** | Living wage – currently £9.50 |
| **Hours:** | 25 hours – flexible Monday-Friday |
| **Pension:** | Group Personal Pension with employer’s contribution |
| **Annual leave:** | 25 days per annum (pro rata)  |
| **Tenure:** | Initial 6 months placement  |
| **Based at:** | Birmingham Settlement Shop, 23 The Lanes, Birmingham B72 1YG  |
| **Role Purpose:** | Birmingham Settlement has been delivering services to the communities where we work since 1899. We are a well-established, busy charity in the process of developing new sites and services. We deliver a wide range of activities to support our communities from ‘Stay & Play’, ‘Youth’, and ‘Older People’ services; to ‘Health & Wellbeing’, ‘Employment & Training’, and softer social activities. Our three charity shops are an important part of our service offer, not only generating income for the charity, but also providing opportunities for volunteering and work experience as well as reducing isolation and keeping people active. This role will provide support to the shops – sorting donations, preparing for display, pricing, dealing with sales, queries and similar retail work. Attitude and willingness to learn are the key elements in making the role work, training will be provided.Aside from experience of working for the third sector, the successful applicants will gain experience of working in a retail environment including stock generation and stock control, sales, promotion and marketing, and of course admin.Further information about the Settlement and the work we do can be found at [www.birminghamsettlement.org.uk](http://www.birminghamsettlement.org.uk).  |
| **Essential skills, experience and qualifications**  | Training in all aspects of the role will be provided, the only essential requirement is reliability along with a flexible attitude towards duties and working patterns. In addition, while IT literacy with a reasonable working knowledge of Microsoft Office or similar is useful, the ability to work sensitively with people from a range backgrounds is also key. |