
Post	Reuse Team Leader - Pricing	Reports to: HR Manager
Division	Acorn Business Group	Hours: 30 - 37.5 (to include weekends – every other Saturday)
		Salary: £36,250 per annum (based on full time 37.5)

Job Purpose:

To manage the pricing teams to ensure the Acorn shop is replenished with stock displayed in all areas.

To manage volunteers and client groups in the pricing/donations area of Reuse.

To identify and incorporate opportunities to provide employment and training opportunities for people with disabilities and long term health conditions.

To work towards the organisational goal of running a profitable social enterprise.

-Principal Accountabilities

1. To provide line management to the pricing and clothing team (6-8 members of staff). At Acorn we employ a high proportion of staff with disabilities and long term health conditions (e.g. physical disability, mental health, Autistic Spectrum Conditions, learning disability).
2. To manage all independent volunteers in pricing and clothing (currently 10 people) ensuring they are kept up to date with any changes in processes and policies and provide direction for the work that needs carrying out.
3. To oversee operational processes for all household goods being processed sorted, priced and re-stocked on the shop floor (to include Clothing, CDs, DVDs, household items, toys and games and collectibles).
4. To work with Training and Development Coordinators to ensure that there is appropriate work set up for client project groups (groups of clients with disabilities who come to Acorn to learn employment skills).
5. To work with other groups who come to Acorn including work experience placements, schools groups and corporate volunteers.
6. To work closely with the Retail Team Leader to re-stock the shop depending upon demand, seasons, capacity of tills and shop floor staff to assist with re-stocking.
7. To oversee health and safety in the workplace for the Reuse team in the Donations building to ensure policies are adhered to. To ensure risk assessment are kept up to date and to carry out regular checks around the building to ensure we meet requirements.
8. To analyse sales data and produce management reports and updates on a regular basis to demonstrate growth in retail sales areas and to adapt processes accordingly.

9. To carry out team meetings and staff development meetings such as catch ups, appraisals, feedback meetings and training and development discussions.
10. To assist with and contribute ideas for marketing for the Acorn Business Group.
11. To liaise with Employers and other organisations to identify opportunities for corporate support, reuse donations and/or publicity.
12. To identify any safeguarding issues and bring them to the immediate attention of the line manager and/ or senior management team. To ensure your knowledge of safeguarding is kept up to date by attending training and being aware of the reporting processes.
13. To adopt a flexible approach and cover for staff absences and in other areas of the business as and when required. To specifically provide cover for 2 other Team Leaders.
14. The role will involve lifting stock and items of furniture with the support of other staff and lifting aids.
15. These responsibilities are subject to annual review and may need to be adjusted in line with service developments.

Secondary Duties:

1. To participate in specific and generic training for personal career development and assist in the delivery of such events to fellow co-workers when deemed appropriate

503556640. To provide cover for colleagues as directed by your Line Manager.

Knowledge, Skills, Experience, Qualifications:

		Essential	Desirable
1.	Experience of managing teams and providing motivation and supervision.	√	
2.	3-5 years experience in an Operations or Retail Management role.	√	
3	A proven track record of developing staff and having the ability to handle difficult conversations in a positive way.	√	
4.	Experience working in a charity shop environment.		√
5.	Experience working in an auction house, antiques shop or specialist area.		√
6.	To be computer literate and have the ability to use word processing, spreadsheets and databases.	√	
7.	Excellent communication and interpersonal skills both oral and written.	√	
8.	Ability to multi task and manage the workload of a diverse team and work under pressure with minimal supervision.	√	
9.	A positive attitude towards People with a disability and an understanding of the barriers they face in trying to enter the labour market.	√	
10.	Knowledge/training/track record of responsibility in health and safety in the work place and data protection laws.	√	

11.	An ability to market the service and canvass corporate organisations to support the Enterprise.	√	
12.	Experience of sales analysis and compiling reports.		√
13.	A clean drivers licence.		√
14.	Driving licence to cover other vehicles e.g. forklift, HGV etc		√