

Job Description



Job Title:	Scrapstore Team Leader
Reports to:	Operations Manager
Hours:	Between 21 and 32.5 hours per week
Contract Period:	Initially 13 weeks (Permanent position possible subject to finances)
Salary:	£19,756.1 per annum (pro-rata based on 32.5 hrs & term of employment)

We are at a pivotal time in our growth and are looking for an enthusiastic and capable person to ensure we increase the range and volume of exciting materials for our members primarily in the scrapstore.

Part funding for this fixed-term role is from the Cambridgeshire and Peterborough Combined Authority which has enabled us to create this employment opportunity. We are looking for a supportive friendly creative person preferably with team leading experience.

Scrapstores support the reuse of unwanted resources for the benefit of children and communities through the diversion of clean reusable scrap waste materials from businesses.

The purpose of this post is to support all aspects of the REMO Scrapstore as follows:

1. Supporting the delivery of REMO's volunteer and work experience programmes and provide support for members/suppliers directly, or indirectly through the social media and emails.
2. Development of commercial working arrangements with suppliers, work programme and volunteer placement arrangements, training, and development opportunities.

Specific duties and responsibilities:

- Co-design, document and supervise the Scrapstore and craft pack processes and operations.
- Develop and manage volunteers, providing regular reviews.
- Responsible for promotion and marketing of the Scrapstore to stakeholders.
- Identify and implement income generating services within the scope Scrapstore.
- Provide lunch and holiday cover for the Retail Team Leader.
- Manage relationships with suppliers/funders regarding scheduling, monitoring, and approvals.
- Respond to social media and email communications.
- Conducting and recording regular fire alarm tests, emergency lighting, pull cord testing.
- Identifying and reporting potential Health and Safety issues by conducting daily inspections.
- Ensuring REMO's values are visible and embodied throughout all work activities.
- Work flexibly as part of the team, to provide a high-quality responsive service to the community.
- Maintain a clean, safe and welcoming environment, reporting repairs, tenancy matters and building maintenance issues to the Operations Director.
- Respond to donation requests and record data for analysis.
- Manage Spreadsheets, Databases, and IT programmes and office equipment.
- Work effectively within the team and with external stakeholders.
- Support the Senior Management team and any other duties as required by the Directors.

REMO is the trading name of REMO Charitable Trust, a Registered Charity no: 1196953 and CCORRN – Cambridgeshire Community Reuse and Recycling Network Ltd no: 5370849
REMO is Certified as a Social Enterprise Business for Good by Social Enterprise UK.
Tel: 01354 607667 - CCORRN/REMO - March, 3 Commercial Road, March, Cambs, PE15 8QP
Tel: 07562 232831 - REMO - Wisbech, The Horsefair, Wisbech, Cambs, PE13 1AR

