



## **Jelly Shop Assistant (Key Holder)**

**£14.14 per hour (£4,413 pro rata per annum)**

**6 hours per week (Saturdays)**

**Permanent**

### **About us**

Exeter Community Initiatives is a dynamic charity working in Exeter and across Devon. We help people facing poverty, inequality and homelessness to get their lives back on track. We do this by involving them in community projects to improve their mental, emotional and physical wellbeing, increase their sense of belonging and provide skills to help them succeed in life.

### **About Jelly**

Jelly is a project of ECI and is a children's charity shop that provides second-hand clothing, toys, books and baby accessories at low cost.

### **About the role**

We are looking for a conscientious, flexible and reliable person to provide shop cover on Saturdays and, preferably some flexibility to provide relief cover for staff sickness and planned holidays. The hours would be 9:45am-4:15am (30 minutes unpaid for lunch).

### **Responsibilities**

- To be responsible for shop opening and closing procedures.
- Oversee any volunteers that are helping when providing cover and assign tasks during the day.
- Follow shop systems for accepting and processing donations
- Follow shop systems for adding stock to the shop floor
- Follow recording systems and ensure they are kept up to date
- Any other duties that arise for the smooth running of the shop.

Be aware of and follow ECI policies and procedures, with particular attention to standards of customer service, health and safety, and equality and diversity.

📍 148 -149 Fore Street, Exeter, EX4 3AN

☎ 01392 205800

✉ [info@eci.org.uk](mailto:info@eci.org.uk)

🌐 [www.eci.org.uk](http://www.eci.org.uk)



Registered Charity Number: 1026229  
Registered Company Number: 2844870 (England)



## **Candidate Requirements**

### **Essential**

- Reliable and trustworthy
- Excellent organisational skills and systematic ways of working
- Excellent inter-personal and communication skills
- Experience of customer service focused work
- Understanding of confidentiality and maintaining appropriate boundaries
- Commitment to Equal Opportunities
- Ability to work on own initiative
- Enjoys working with people, especially children!

### **Desirable**

- Experience of running a shop
- Experience of working with volunteers
- Experience of Zettle tills
- Understanding of recording systems

### **Location, Commitments and Terms & Conditions**

- Permanent contract – 6 hours per week (Saturdays)
- Enhanced DBS required
- 26 days holiday (pro-rata) plus bank holidays with 1 extra day for each full year of service, up to 31 days
- Subject to a six month probationary period with an initial review after three months