



## Job Description



### Resource Recovery Worker (Maternity Cover)

**Reporting to:** Island Castaways Charity Shop Manager

#### Background

The 3 MESS (Mull and Iona Environmentally Sensitive Solutions) Island Castaways Charity Shops are one of the most visible parts of Mull and Iona Community Trust's work. As well as preventing waste from going to landfill, they generate income for the Trust and each year a share of profits is distributed to local community groups through the MESS funds.

Craignure Island Castaways Shop is the first business on Mull and Iona to achieve accreditation for the new Revolve reuse quality standard offered by Zero Waste Scotland.

The shops are staffed by a team of volunteers so although it will be necessary to serve in the shop at times, the main focus of this role is processing donated items and preparing them for reuse or recycling.

#### Main Duties and Responsibilities

- Unpacking and sorting donations from clothing banks, collected by our van, or donated directly to the shop.
- Processing textile donations ready for sale in shop. This involves sorting incoming donations, quality checking, hanging, size cubing, steaming and pricing of clothing in preparation for sale in shop.
- Ensuring donations of bric-a-brac, books and furniture are stored in the appropriate areas. Preparing donations for reuse, and pricing them ready for sale.
- Light cleaning duties.
- Ensuring there is plenty of stock in the shops and that this is regularly rotated.
- Assisting with displays in the shops, ensuring they are attractive and regularly updated.
- Opening and closing the shop, and supervising volunteers. Cashing up at end of day.
- Serving in the shop at times when there is no volunteer available.

#### Person Specification

- Self-motivated and able to work on own initiative.
- Reliable, honest and punctual.
- Good attention to detail.
- Flexible approach.
- Positive and friendly approach to customers, directors and colleagues.
- Enthusiasm for reuse and recycling.
- A genuine interest in clothing and fashion would be an advantage.
- Ability to be flexible for days of work would be an advantage.
- Full driving licence and access to a vehicle would be helpful, but is not essential

<b>Terms of Employment</b>
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- Salary:** Grade 2: £8.75 per hour paid monthly in arrears by BACs. Mull and Iona Community Trust is a Living Wage employer and changes to the Living Wage are implemented from April.
- Hours of Work:** 20 hours per week, with flexibility over how the hours are worked.
- Length of Contract:** Initially maternity cover till mid-January but some hours may be available longer term.
- Annual Leave:** 33 days per annum (pro rata) including public and local holidays
- Pension:** A Company Pension Scheme is now in place with a 6% Monthly Contribution from the Mull and Iona Community Trust. Your eligibility will be assessed by Creative Auto Enrolment and you will be advised by personal email accordingly
- Place of Work:** Based at An Roth Community Enterprise Centre, Craignure. On occasion it may be necessary to visit the Island Castaways Shops in Buessan or Tobermory.