



EMPLOYMENT VACANCY

DEPUTY SHOP WORKER

Basildon Mind is looking for a Deputy Manager for their charity shop in Basildon. This is a fixed term contract until 31st December 2020 (Possibility of extension)

Ideally the candidates will have the following attributes:

- **Previous retail experience**
- **Previous managerial experience**
- **Computer skills**
- **Ability to manage the operations of the charity shop**
- **Friendly, empathic nature**
- **Some knowledge of mental health.**
- **Good numeracy and literacy skills**

You will be required to work with the manager and take responsibility in her absence including security, health and safety, balancing and banking the daily takings. You will need to have a friendly and outgoing approach to customers and volunteers.

You will be required to work weekends.

For further information and an application form, please contact Pauline Berry on 01268 289700 between 10am and 2pm Mondays, Tuesdays, Wednesdays or Fridays.