

Charity Shop Co-ordinator (15 hours per week)

Second Hand Rose is a thriving charity shop in the town of Ennistymon with the aim of raising funds for the local Mol an Óige Steiner National School. The shop is seeking a coordinator to oversee the operations while maintaining the successful retail model that has been established. Duties include overseeing shop floor display, managing volunteer staff, financial control, processing donations, public relations and promotion.

Basic Duties

- Oversee shop floor display
- Manage volunteer staff and develop rota
- Bookkeeping and banking
- Coordinate processing of donations
- Public Relations
- Promotion

Necessary Qualifications and Experience

- Basic bookkeeping skills
- Ability to use Microsoft software, including excel or equivalent
- Experience in a creative environment with a key eye for design and display
- People management experience

Desirable Attributes

- Highly organised
- Creative
- Self-motivated
- Good interpersonal and communication skills
- Responsible and ability to make decisions
- Ability to use social media to market

If you are interested in this position, please send your CV to molanoigegroup@gmail.com and a detailed job description will be supplied. **Deadline for applications is Wednesday March 21st at 5pm.**