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**Title:** Bookshop Coordinator Volunteer

**Basis:** Volunteer

**Safeguarding:** No Disclosure or PVG checks necessary

**Responsible to:** Head of Retail

**Responsible for:** Supporting volunteers in the running of the shop

**Summary of the role:**

We are looking for a Bookshop Coordinator to assist with day to day tasks and more specifically with the management and support of volunteers.

**General responsibilities:**

* Support the Head of Retail in looking after the day-to-day rotas and routines required by the shop to function accurately, e.g. cash handling, health and safety, manual handling.
* Help the Head of Retail & Volunteer Coordinator identify and encourage the potential of volunteers in order to maximise their contribution to the success of the shop.
* Support the Volunteer Coordinator in organising monthly bookshop team meetings.
* Report repair needs to the Retail Administrator.
* Collate shop orders for the Retail Administrator.

**Important pre-requisites for the role:**

* Volunteers need to be able to plan their time in the shop to ensure that they are productive and effective in their role. The tasks and time frames assigned should be decided through discussion between the volunteer and their line manager.
* Volunteers need to trustworthy and focussed.
* Volunteers should be friendly, open to learning and willing to take direction from their line manager.
* Though the role does not require the volunteer to be a Christian, they must be aware and respectful of the Christian ethos upon which Bethany Christian Trust is founded.

**Location**

* 33A Haddington Pl, Edinburgh EH7 4AG

**Pattern of hours**

* The bookshop is open Monday to Saturday, from 10:00 to 16:00.
* We suggest that the Bookshop Coordinator comes in 3 times a week for a few hours.
* We ask that volunteers do not volunteer more than 16 hours a week, and on a maximum of four days a week.