



CHARITY MANAGER – FURNITURE REUSE PROJECT

Epping Forest ReUse is a registered charity and social enterprise which assists people in Epping Forest District and surrounding areas with the provision of affordable furniture and domestic appliances which have been donated.

The charity wishes to recruit a Charity Manager at its operational centre in Epping, Essex. This role is for three days a week, ideally Monday, Wednesday and Friday.

The successful applicant will be responsible for supporting the Board of Trustees in controlling all aspects of the charity's activities, including developing the retail operation, with a focus on the organisation's financial, legal, statutory and ethical requirements.

Candidates will be expected to demonstrate knowledge and experience relevant to the role. Experience of managing a retail establishment would be useful.

Hours of work, for three days a week, will be 08:30 to 16:30. The salary will be in the range £12,000 to £14,000 per annum. The position will be for one year initially, with the option to extend subject to the continuing success of the project. The probationary period will be three months.

If you wish to be considered for this vacancy, please email rob@eppingreuse.org.uk, giving a summary of your business management experience to date, any relevant qualifications and, if you are currently employed, your notice period. In reply we will send you the full job description.

The closing date for applications is Saturday 14 November 2020. Interviews for the 3 shortlisted candidates will be held as soon as practicable afterwards.

Rob Thompson FCG, MCMI

Charity Secretary

rob@eppingreuse.org.uk

www.eppingreuse.org.uk