



16 Catherine St. Ltd Shop Director Recruitment Pack

Owned by South Wilts Mencap
Limited By Shares
Company Registered No: 333159

Letter from South Wilts Mencap

Dear Applicant

Thank you for your interest in the role of volunteer Shop Director of 16 Catherine Street Limited (16CSt). The company is a wholly owned subsidiary of South Wilts Mencap, an independent local charity based in Salisbury which aims to support, enable and inspire people with learning disabilities and their families and carers living in Salisbury and South Wilts.

Founded in 1959 by a group of parents, the Trustees of South Wilts Mencap went on to open a charity shop in the centre of Salisbury in Catherine Street in 1983. This strong heritage and commitment to improving the lives of people with learning disabilities is at the heart of our Society.

Income from the charity shop and residential rental accommodation, within the premises, provides the principal income for South Wilts Mencap, to fund all of its activities for the learning disabled community.

To maintain the vitality needed to keep our charity shop vibrant, relevant and profitable we are actively seeking people who are looking for an opportunity to contribute to our community to join the Board of Directors. **We are specifically looking to recruit a volunteer Shop Director to support the shop and its retail business.**

As South Wilts Mencap marks its 60th anniversary, there is no better time to join our strong, independent Society as a Director of 16 Catherine Street Limited.

We are grateful to you for taking the time to read this recruitment pack and hope that you will feel that this is the right appointment for you.

If you have any questions or would like to hear more, please contact in the first instance Mrs Emma Harper by email secretary@southwiltsmencap.org.uk

Yours sincerely

Judith Beddow

On behalf of the Board of Trustees

About South Wilts Mencap

South Wilts Mencap is an independent Salisbury charity affiliated to the Royal Mencap Society. The vision, mission and aims extend through to our subsidiary company, 16 Catherine St. Ltd. We extend a warm welcome to anyone who is interested in us.



Every person with a learning disability in South Wiltshire having an opportunity to lead a better and more fulfilled life



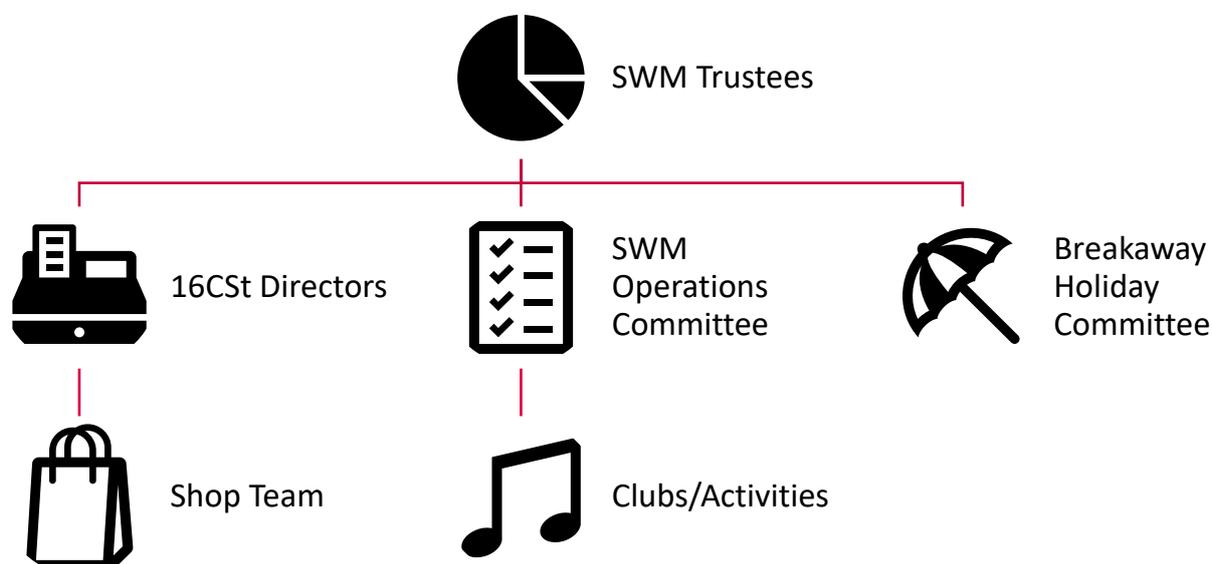
Provide (non-statutory) help and support to the LD community of South Wiltshire and their families, dependants and carers



- Improve the conditions of life through the provision of recreation and leisure activities
- Raise awareness of available support through effective signposting
- Encourage mutual help and cooperation between families, carers, agencies and statutory bodies
- Represent the LD community's interests through effective advocacy and engagement with the local authority
- Provide financial support in accordance with the society's grant giving policy
- Increase public awareness and understanding to improve integration

The Governance Structure Supporting 16 Catherine St. Ltd

South Wilts Mencap is an independent charity and registered company, with a wholly owned subsidiary, 16CSt.



The Managing Director of 16CSt is also a Trustee of South Wilts Mencap and therefore communication is strong between the two Boards.

All Directors of 16CSt and members of the shop team are volunteers.

The Shop

Registered Office

16 Catherine Street, Salisbury, Wiltshire SP1 2DA



Additional Information

The following documents are available for viewing;

- 16 Catherine Street Limited Accounts and Articles of Association
- South Wilts Mencap Annual Review, Accounts and Articles of Association
- Director Code of Conduct

Our website provides further information about South Wilts Mencap www.southwiltsmencap.org.uk

Shop Director: Job Description

- To maximize the retail potential and sales performance of the shop
- Be the Line Manager for the Shop Managers
- Work with the Shop Managers to develop, support, train and create effective relationships for all volunteers
- Support the Shop Managers in the management of the volunteer team
- Model best retail practice for all volunteers
- Promote best practice within the shop and develop effective ways of dealing with display, donation sorting, stock movements, stock control
- Work with Shop Managers and staff to maximize the effectiveness of the shop layout
- Provide regular feedback to fellow 16CSt Directors
- Contribute to the development and delivery of the strategic and financial plans and management of the organisation
- Attend Board Meetings

It is expected that the Shop Director will initially spend time working in the shop in order to understand how it functions. Hours to be discussed, but initially are anticipated to be up to 10 hours per week, to include spending time in the shop. Board meetings are currently monthly for two hours, but it is anticipated these would be less frequent in the future.

Shop Director: Person Specification

- Experience of working in the retail/shop business
- An understanding of the charity/voluntary sector
- Knowledge and understanding of working with volunteers
- An empathy towards people with learning disabilities
- A strong commitment to organisational development and improvement
- Excellent communication skills and experience of people management
- Leadership experience and skills

Key Attributes

As a 16CSt Director, we would also like you to have:

- A commitment to the organisation and its objectives
- An understanding and acceptance of the legal duties, responsibilities and liabilities of Directorship
- A willingness to devote the necessary time and effort to their duties as a Director
- Strategic vision
- Good, independent judgement
- An ability to think creatively
- A willingness to actively and positively contribute to the organisation's work
- An ability to work effectively as a member of a team

All Directors are appointed for a term of one year with an option for reelection for a further term of one year. Please note this may be revised in the future.

Appropriate Leadership

All Directors are required to:

- Sign an annual declaration;
- Sign and commit to our Board code of conduct;
- Complete a DBS (Disclosure and Barring Service) check;
- Complete a bankruptcy check; and
- Be involved in annual performance reviews.

This ensures that our Directors are;

- are of good character;
- have the required skills, experience and knowledge for the role;
- are not bankrupt or insolvent;
- have not been involved in any management failures; and
- are committed to the organisation and its values.

Recruitment Process

The recruitment process is in two stages. The first is a meeting that will consist of an informal question and answer session. The second is a follow-up meeting with a small panel made up of SWM Trustees and key supporters. We would be very happy to welcome prospective candidates to the shop and the premises at 16CSt.

How to Apply

To apply for this position, please email your application to the Secretary of South Wilts MENCAP and include the following:

- a supporting statement, explaining how you believe your experience matches the requirements of the role;
- a short introductory statement demonstrating your motivation for this role; and
- a CV and details of two referees.

Applications should be emailed to:

Mrs Emma Harper, Secretary at secretary@southwiltsmenCap.org.uk

Equal Opportunities

South Wilts Mencap and 16 Catherine St. Ltd are committed to equal opportunities for all and shall adhere to this at all times to avoid unlawful or un-desirable discrimination. We will treat everyone equally irrespective of gender, sexual orientation, gender reassignment, marital or civil partnership status, age, disability, colour, race, nationality, ethnic or national origin, religion or belief, political beliefs or membership or non-membership of a trade union and we place an obligation upon all staff to respect and act in accordance with our commitment.

South Wilts Mencap and 16 Catherine St. Ltd shall not discriminate unlawfully when deciding which candidates are considered and selected for vacancies or assignments, or in any terms of employment or terms of engagement for consultants or contractors. Assessment will be based on the candidate's merits, qualification and ability to perform the duties required.

Safe Recruitment Principals

South Wilts Mencap and 16 Catherine St. Ltd are committed to safeguarding and ensuring the welfare of Vulnerable Adults and Children and expects all contractors and volunteers to share this commitment. Safe recruitment principles are used and new contractors and volunteers are required to undergo a DBS check from the Disclosure and Barring Service as well as provide references.