



# sight cymru

Head Office: Bradbury House, Park Buildings, Pontypool, NP4 6JH

## **FUNDRAISING & RESOURCE CENTRE** **SUPERVISOR**

### **JOB DESCRIPTION**

Post Title:	FUNDRAISING & RESOURCE CENTRE SUPERVISOR
Location:	SIGHT CYMRU, 215 HIGH STREET, BLACKWOOD, NP12 1AL
Job Type:	Part Time
Contract:	Permanent - Part Time 15 hrs pw (subject to funding)
Salary:	£12.30 p/hr

### **Equal Opportunities**

Sight Cymru considers discrimination in any form to be unacceptable, whether on the grounds of disability, race, religious belief, gender, age, marital status, sexual orientation or political affiliation. Sight Cymru welcomes people from all walks of life.

### **Sight Cymru Values**

**SUPPORTIVE:** We at Sight Cymru do our best to support the organisation (Sight Cymru), support one and another and also our volunteers, partners, supporters and most importantly our service users. We expect our personal growth and wellness will be supported in return.

**RESPECT:** We value each other and all people affiliated with Sight Cymru including service users, volunteers, partners, supporters, funders, commissioners and board. We earn respect and appreciation through our loyalty, professionalism, reliability, accountability and trustworthiness.

**COMMUNICATIONS:** We value and appreciate excellent communication internally and externally and understand communications needs input from all sides to work. Our involvement and engagement is important in strengthening Sight Cymru engagement and awareness in the community externally.

**OPPORTUNITIES:** We value equality, accessibility and opportunities for all and understand our role in creating, administrating and improving opportunities for

ourselves, the organisation, other staff, volunteers, service users and all people affiliated with Sight Cymru.

## **PURPOSE OF THE POST**

Key aspects of the post are to:

- Supervise the resource centre and charity shop including being aware of and helping to manage risks
- Identify demands and purchase appropriate products for the Resource Centre, including aids, equipment and gift items
- Supervise the financial aspects of the Resource Centre and charity shop including the till and petty cash
- Ensure appropriate stock control is undertaken including purchases inwards and periodic stock counts
- Keep the Resource Centre and charity shop looking neat and tidy so that it forms an inviting place for people to visit
- Organise periodic events and activities to support fundraising and increase footfall
- Invite people with Vision Impairment to visit the resource centre and inform them about services, signpost them to support and services and make internal and external referrals to services
- Ensure equipment is properly maintained and complies with health & safety and other legal requirements.
- Assist Business Support Manager to recruit volunteers, help documentation of new recruits and generally oversee volunteers.

## **SUPERVISION RECEIVED**

The post holder will report to the Business Support Manager.

## **OTHER REQUIREMENTS**

- assist with Resource Centre functions in order to provide ongoing guidance to others and to remain fully up to date on both the requirements of clients and the equipment available for their use.
- help with marketing facilities and projects undertaken at the Resource Centre or by Sight Cymru, including seminars, conferences, workshops, etc.

**NB**

1. The charity reserves the right to vary the duties and responsibilities of staff. The above duties may be altered to suit the future needs of the service.
2. Staff are liable to work at alternative sites as may be required.
3. Occasionally staff will be asked to work outside of normal office hours, including infrequent weekends and evenings.
4. All staff are expected to help with ensuring the charity is financially sustainable which will mean periodically helping with fundraising activities

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