

Fusion Op Shop Manager

Fusion Sydney North, Hornsby NSW

Part-time, 10 hours per week, flexible



Fusion Australia Ltd is a national not-for-profit Christian youth and community organisation. Motivated by Christian values and the belief that people matter, Fusion works to see transformation in individual lives and the community through a wide range of local initiatives.

The Fusion Sydney North Centre in Hornsby NSW is seeking a part-time Op Shop Manager to join their team. The successful candidate will be responsible for managing a team of dedicated volunteers, ensuring the smooth running of the busy Fusion Op Shop and supporting Fusion's work in the local community.

You are a person-centred worker, you're self-motivated, you're able to build rapport with people of all ages, and you're passionate about making a long-term difference in the Hornsby region.

Responsibilities will include:

- Oversee the day-to-day operations of the Op Shop, including managing the volunteer team, stocking, and organising merchandise, and maintaining a clean and organised retail space.
- Develop and implement effective systems and processes to ensure efficient operations, including inventory management, customer service, Safe Work practices and cash handling.
- Engage with and support volunteers, ensuring they have the resources and support they need to perform their duties effectively.
- Foster a positive and supportive work environment, promoting teamwork and cooperation among volunteers.
- Work closely with other members of the organisation to ensure the Op Shop aligns with our mission and values.
- Recruit and train new volunteers as required.

Essential Criteria

- Willingness to work within Christian framework and the desire to make a difference in the lives of those we serve.
- Proven experience managing a team of volunteers, particularly in a retail setting.
- Strong organisational and planning skills, with the ability to prioritize and manage multiple tasks effectively.
- Excellent communication and interpersonal skills, with the ability to build positive relationships with volunteers, customers, and other stakeholders.
- Ability to work independently, take initiative, and problem solve effectively.

If you are a self-motivated individual with a passion for developing community and retail management, we would love to hear from you!

To apply, submit your resume and a cover letter explaining why you are interested in this opportunity. Applications to be sent to sydneynorth@fusion.org.au

This role will be remunerated around SCHADS Award Level 3.

This position will be filled as soon as a suitable applicant is identified. Please provide your application at your earliest convenience.

Our Centre Website: <https://sydneynorth.fusion.org.au>

Our National Website: www.fusion.org.au

Please Note: *It is an offence under the Commission for Children and Young People Act, 1998 for a "prohibited person" to apply for this position. Relevant Criminal History, Apprehended Violence Orders and prior employment checks, including relevant disciplinary proceedings, will be required for recommended applicants.*

A Criminal History Check and Working with Children Check is required for this position due to the nature of the work involved.

Fusion is an equal opportunity employer. Applications from those currently residing outside of Australia will not be considered.

The successful applicant will receive ongoing in-service training and supervision and have opportunities for support and development within the wider Fusion Sydney team where innovation and initiative are encouraged.