



RSPCA LLYS NINI – CARDIFF TO SWANSEA

VACANCY

Relief Shop Manager

(Covering the three shops in Carmarthen, Llanelli and Gorseinon shops)

RSPCA Llys Nini Cardiff to Swansea is an independently registered charity (registered charity number 224337) affiliated to, but not funded, by the RSPCA.

RSPCA Llys Nini provides animal welfare throughout Swansea, Neath Port Talbot, Bridgend, parts of Rhondda Cynon Taff and Cardiff council areas. Llys Nini helps over 2,000 animals each year. Its main aim is to rescue, rehabilitate and re-home abused and unwanted animals.

As part of the fundraising team, Llys Nini operates 12 shops to help raise funds for the running of the Animal Centre and for animal welfare work within the branch area.

We currently have a new position available due to the growing sales team and in order to assist with the smooth running of the shops.

Job Title: Relief Shop Manager

Reporting to: Area Shop Manager

Hours: 35 hours over 5 days (including Saturdays on rota)
Some additional working hours may be needed on occasions.

Salary: £8.36 /hour

To apply, please forward your covering letter and CV to:

Mrs K Williams, Area Shop Manager
RSPCA Llys Nini
84 John Street
Porthcawl
CF36 3PB

or email kim@rspca-llsynini.org.uk

Closing date: Wednesday 15th November 2017

RSPCA LLYS NINI – CARDIFF TO SWANSEA

Job Description

Relief Shop Manager

(Covering the three shops in Carmarthen, Llanelli and Gorseinon shops)

Job summary:

A relief shop manager for the Carmarthen, Llanelli and Gorseinon shops covering holidays, sickness and cover when needed.

Key responsibilities:

- To provide cover for and be responsible for the shop being covered ensuring that the shop is run in accordance with the organisation's policies and procedures;
- Have a good understanding of retail business disciplines including customer services, cash handling and stock processing;
- Develop, maintain and lead volunteers to assist in the shop;
- Supervise the staff and volunteer workloads effectively and efficiently.

Key experience and skills required:

- Shop retail experience essential. (Training will be provided to convert from retail experience to charity retail)
- Good organisation and time management skills
- Good communication and interpersonal skills
- Team player
- Experience working with volunteers is desirable
- Full driving licence and access to a vehicle is essential
- Empathy to the Charity's aims and objectives

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