



RSPCA LLYS NINI – CARDIFF TO SWANSEA

VACANCY

Deputy Shop Manager to cover shops in Albany Road, Wellfield Road, Cowbridge Road East, Cardiff

RSPCA Llys Nini Cardiff to Swansea is an independently registered charity (registered charity number 224337) affiliated to, but not directly 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 position available with our Cardiff shops due to restructuring within our team to assist with the smooth running of the shops.

Job Title: Deputy Shop Manager

Reporting to: Area Shop Manager

Hours: 21 hours over 3 days (including Saturdays on rota)
Some additional working hours may be needed on occasions.

Salary: £7.83 /hour

To apply, please forward your covering letter and CV to:
careers@rspca-llysnini.org.uk

See our website for privacy statement :
<http://www.rspca-llysnini.org.uk/data-protection-notice.php>

Closing date: Friday 19th October 2018

(If you have not heard from the RSPCA Llys Nini by 24th October 2018, please assume your application has not been successful.)

RSPCA LLYS NINI – CARDIFF TO SWANSEA

Job Description

Deputy Shop Manager to cover shops in Albany Road, Wellfield Road, Cowbridge Road East, Cardiff

Job summary:

Deputy shop manager will be based at the Cowbridge Road East shop but will also need to cover the Albany Road and Wellfield Road shops in Cardiff.

Key responsibilities:

- To provide cover for and be responsible for the shop particularly during the manager's absence, 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 and display;
- 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;
- Empathy towards the Charity's aims and objectives;
- Must be able to travel between the shops so a full driving licence and access to a vehicle is important.