



## **RSPCA LLYS NINI – CARDIFF TO SWANSEA**

### **VACANCY**

#### **Trainee Shop Manager - Swansea shop**

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

**Job Title:** Trainee Shop Manager

**Reporting to:** Area Shop Manager

**Hours:** 21 hours over 3 days (including Saturdays on a rota basis)  
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](mailto:careers@rspca-llysnini.org.uk)

**Closing date:** Friday 19<sup>th</sup> October 2018

## **RSPCA LLYS NINI – CARDIFF TO SWANSEA**

### **Job Description**

#### **Trainee Shop Manager - Swansea shop**

**Job summary:**

Trainee shop manager for the Swansea shop.

**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 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 preferred. (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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