



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

### **Donations Handling Manager (Fixed term contract – 1 year) based at Llys Nini Animal Centre, Penllergaer, Swansea.**

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 income generation 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. In order for these shops to trade, we rely heavily on the public donating stock of clothes, bric-a-brac, books, etc.

Due to restructuring within our team and to assist with the smooth running of the shops, we currently have a position available based at the Animal Centre in Penllergaer to manage the intake and outflow of the donations to the shops.

**Job Title: Donations Handling Manager**

**Reporting to:** Area Shop Manager

**Hours:** 35 hours over 5 days (including Saturdays/Sundays on rota basis with volunteers)

**Salary:** £10.01 /hour

**To apply,** please forward your covering letter and CV to:  
[admin@rspca-llysnini.org.uk](mailto:admin@rspca-llysnini.org.uk)

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

**Closing date: Friday 10<sup>th</sup> September 2021**

(If you have not heard from the RSPCA Llys Nini by 17th September 2021, please assume your application has not been successful on this occasion.)

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

## **Job Description**

### **Donations Handling Manager (Fixed term contract – 1 year)**

#### **Job summary:**

Donations Handling Manager based at Llys Nini Animal Centre, Penllergaer, Swansea.

#### **Key responsibilities:**

- Generating and managing the incoming donations from the public to ensure all donations are appropriate for resale
- Managing and overseeing the delivery of stock to the shops as required
- Organise the prompt collection of recycling through the approved channels
- Ensure that waste is managed properly and efficiently in the most environmentally manner in order to reduce landfill waste
- 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 at the handling centre;
- Working closely with the Area Shop Manager to allocate the stock and manage the shops needs
- Recruit and supervise volunteer and manage their workloads effectively and efficiently.
- Optimise the storage of stock at a number of locations.
- Occasional retail activities eg a “pop up shop” during events activities held at the centre or online sales.

#### **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;
- Must be able to drive;
- Awareness of Health and Safety legislation
- Good time keeping and problem solving skills
- Empathy towards the Charity’s aims and objectives;
- Welsh speaker preferred.