



RSPCA LLYS NINI – CARDIFF TO SWANSEA

Shop Manager – 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.

We currently have a vacancy for the role of Shop Manager at our shop on the Kingsway, Swansea

Job Title: Shop Manager

Reporting to: Area Shop Manager

Hours: 35 hours which includes Saturdays on a rota basis

Salary: £10.01 /hour

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

admin@rspca-llysnini.org.uk

Closing date: Friday 10th 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.)

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Job Description - Shop Manager, Swansea

Job summary:

Shop Manager to be responsible for the shop in The Kingsway, Swansea

Key responsibilities:

- To be responsible for the shop 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.
- Promoting and achieving sales levels required in order to meet profit targets.

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 to the Charity's aims and objectives

See our website for privacy statement:

<http://www.rspca-llysnini.org.uk/data-protection-notice.php>