



RSPCA LLYS NINI – CARDIFF TO SWANSEA

VACANCY

Deputy Retail Manager – Porthcawl/ Bridgend

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 generating 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 to assist with the Porthcawl and Bridgend shops to assist with the smooth running of the shops.

Job Title: Deputy Retail Manager

Reporting to: Retail Manager

Hours: 21 hours over 3 days (including Saturdays on rota and the occasional Sunday in high season)

Some additional working hours may be needed on occasions to cover holidays and sick leave.

Salary: £8.98/hour

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

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

Closing date: by the end of day on 12th November 2021

RSPCA LLYS NINI – CARDIFF TO SWANSEA

Job Description

Deputy Retail Manager – Porthcawl/Bridgend

Job summary:

Deputy retail manager will be based at the Porthcawl shop but will also need to cover the shop in Bridgend when required. (Generally - 2 days at Porthcawl/1 day at Bridgend)

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.