



**Hospice Shop**

## **Deputy Shop Manager – New Store - Burntwood**

**Burntwood: Part time – 21.5hrs per week, 3 days per week, including Sundays, £7.83 per hour**

**Closing Date: 8<sup>th</sup> March 2019**

**Interview Date: TBC**

We have an exciting opportunity for a Deputy Shop Manager within our New Burntwood Shop 21.5hrs per week, covering 2 days per week, to include Sundays.

The successful candidate will work in a busy environment and help raise funds and the profile of St Giles Hospice by maximising sales. You will be managing staff and volunteers and controlling expenses thus ensuring the efficient and effective operation of the shop with high standards of presentation and customer service.

The ideal candidate will have previous experience in retail management with excellent, organisational and interpersonal skills.

### **About us:**

Set up in 1985, St Giles Hospice Shops Limited is a wholly owned subsidiary of St Giles Hospice. Its sole purpose is to raise funds for St Giles Hospice and its principal activity is the operation of charity shops for the sale of donated goods. The Company now produces a major and vital source of revenue to help meet the daily running costs of the Hospice.

Today there is a group of 31 charity shops in the catchment area of the Hospice with more envisaged. In addition, we have a Distribution Centre, which acts as a depot for the shops, a thriving furniture operation supported by a dedicated team and a successful eBay operation. Following on from this we have a range of bought in goods we sell throughout the year and a popular Christmas card range. We also run small shops at the Hospice sites for the patients, visitors, volunteers and staff. All the shops, except the Hospice sites are run by a full time Manager supported by voluntary staff.

### Further details:

To find out more or have an informal chat please contact Diane Sedgley, Shops Area Manager on 01543 481042.

To apply, please complete a St Giles Hospice application form. An application form and job description can be downloaded from our website

[www.stgileshospice.com/jobs](http://www.stgileshospice.com/jobs)

**This post is subject to a Disclosure and Barring Service (DBS) check. Applications received after the closing date will not be considered.**

**All correspondence in response to applications will be sent via email. Due to the number of applications received, it is not always possible to respond to every application. Therefore, applicants who do not receive a response within 14 days of the closing date should assume that they have been unsuccessful.**

St Giles Hospice, Fisherwick Road, Whittington, Lichfield, WS14 9LH. Registered charity 509014 Company limited by guarantee 1430090