



VACANCY

Are you a retail professional from either the commercial or not for profit sector looking to make a difference?

We're looking for a part-time (22.5 hours over 3 days per week) Assistant Shop Manager to help deliver real commercial success in our Blackwood store. In this varied and exciting role you will be instrumental to making sure the shop is at the hub of the local community, acting as the face of Greyhound Rescue Wales.

About Greyhound Rescue Wales

The sad but truthful fact is that many greyhounds and lurchers face a terrible future once their usefulness has come to an end. Whilst some owners and trainers keep their dogs as pets when they retire and some hand them in to charities for homing, others simply dispose of them heartlessly.

At Greyhound Rescue Wales we are ***'Working for a Wales without greyhound racing, where every greyhound and lurcher has a home and receives the best possible care'***.

Our charity shops are vital to sustaining the income GRW needs to support the rescue, rehabilitation and rehoming of greyhounds and lurchers.

We value diversity and are committed to creating an inclusive culture where everyone is able to be themselves and to reach their full potential. We actively encourage applications from people of all backgrounds and believe that a diverse workforce is beneficial to our cause.

The Role

You will be responsible for helping to run the charity shop according to the highest standards. You will work with the Shop Manager to maintain a clean, attractive and welcoming shop front and a motivated team of volunteers, and to achieve a profit that will contribute to sustaining the charity.

Person Specification

Essential

Excellent organisational skills
A commitment to generating income
Knowledge and understanding of retail operations and high street retail fashion
Experience of managing a diverse team of people
High quality communication skills and emotional intelligence
Experience of interacting with other teams across organisations
IT literate
Great customer service & social skills

Desirable

Experience of creating new visual & design displays
Experience of creating and presenting high impact window displays.
Experience of working within charity retail

Duties

Retail Responsibilities:

Ensuring that first class customer service is upheld at all times
Ensuring the shop is presented attractively and to the highest standards at all times Taking responsibility for donated goods, and ensuring presentation and merchandising to the fullest potential.

Business Responsibilities:

Using your sales skills, help to achieve agreed sales targets and maximise profit for the Charity
Supporting the implementation of new processes within the store
Maximising returns from the Gift Aid scheme, ensuring it is operated to its full potential and within HMRC guidelines.

Managing People:

Effectively managing volunteers
Providing support to the Shop Manager with the training of volunteers Helping to build strong relationships with the volunteers to maintain a motivated and engaged workforce
Helping to assess the skills and potential of the volunteer team and delegate accordingly

Please note: this role is physically demanding and requires the post holder to frequently carry heavy loads up/down stairs.

This is a great opportunity to work with a flourishing, energetic charity who take pride in our inclusivity and dedication to our cause.

Part-time hours: 22.5 per week

Salary: £10.90 per hour