

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Assistant Shop Manager</b>
<b>Team/Directorate:</b>	<b>Retail</b>
<b>Salary range/pay band:</b>	<b>£23,400 per annum (pro rata)</b>
<b>Reports to:</b>	<b>Shop Manager</b>
<b>Hours:</b>	<b>Part time – 22.5 hours</b>
<b>Location:</b>	<b>Knaphill, Surrey GU21 2PP</b>

## Introduction to Shooting Star Children's Hospices

### Shooting Star Children's Hospices

Shooting Star Children's Hospices provides specialist care and support to families who have a baby, child or young person with a life-limiting condition, or who have been bereaved. Rated 'Outstanding' by the Care Quality Commission, we support families across Surrey, north-west London and south-west London from diagnosis to end of life and throughout bereavement with a range of nursing, practical, emotional and medical care.

Our specialist care and support is free of charge to families and available 24 hours a day, 365 days a year. It includes specialist nursing in the community, symptom management and pain relief, overnight respite stays, end-of-life care, specialist bereavement care and a comprehensive range of therapies, groups and clinics for the whole family.

At the heart of what we do are our dedicated staff; their exceptional commitment and professionalism means every family has the opportunity to **make every moment count**.

It costs £10 million a year to run Shooting Star Children's Hospices. Just 30% of our funding comes from the government, so we rely on our supporters' generosity to keep the service running. We employ 175 members of staff, including 98 nursing and medical staff, and support around 700 families.

## Introduction to Retail and Volunteers Team

Our Retail and Volunteers Team manages our charity shops and volunteer programmes, which play a crucial role in supporting our mission. They recruit, train, and coordinate volunteers to staff our shops and assist with various tasks, such as sorting donations and serving customers. Additionally, they oversee the operations of our retail outlets, ensuring that they are efficiently run to generate income for our hospices.

### Part 1: Job Profile

#### a) Main purpose of job

In the absence of and alongside the Shop Manager, to manage a team of volunteers to maximise sales, deliver excellent customer service and ensure that the shop premises and assets are maintained to a high standard, according to legal requirements and Shooting Star Children's Hospices (SSCH) policies and procedures

#### b) Work relationships

The post holder will work closely with and report directly to the Shop Manager and will also work with the following:

- Head of Volunteer Development and Retail
- Retail Manager
- Retail and Volunteer Manager
- Shop Managers, Assistant Managers & volunteers
- Distribution and Logistics Manager
- eCommerce Manager
- Volunteer development team
- Finance team
- Fundraising teams
- Comms & marketing team
- HR business partner
- Maintenance team
- Head of Estates and Facilities
- External contractors
- IT support team
- Epos support team

#### **c) Decision making authority**

The post holder will be required to make decisions on the quality, suitability and price of donations before they are placed on sale and on how goods are displayed throughout the shop and in the window displays.

The post holder will also decide if items would be suitable for selling at a higher price at another shop, on eBay or through a promotional event.

The post holder will support with rostering of the team of volunteers, and delegation of duties and jobs.

#### **d) Scope of job**

1. Customer service
2. Processing donations
3. Merchandising, display and promotion of stock
4. Sales and financial reporting
5. Coordination of volunteer team

### **Part 2: Main duties and key responsibilities**

#### **a) Customer Service – 25%**

- Dealing with customer queries and complaints courteously and effectively
- Informing the Retail Manager of any serious incidents or complaints
- Ensure that any refunds are processed in line with SSCH refunds policy
- Ensure that the advertised trading hours of the shop are adhered to
- Ensure relevant documents are completed in the event of an incident/accident and reported on the Vantage system.

#### **b) Processing donations – 25%**

- Process all donations as soon as possible, prioritising Gift Aid and high value items
- Prepare and clean items appropriately for display
- In the absence of the Shop Manager, oversee the recycling and arranging of collections
- Promote Gift Aid at all available opportunities
- Ensure that the ongoing need for donations is publicised
- Price and ticket all items according to pricing strategy for the shop and ensure that all pricing and ticketing complies with legislation
- Ensure that stock is properly managed and rotated to other shops in line with current policy, before being reduced and culled.
- Identify high value or specialist items that may need to be sold in another capacity

#### **c) Merchandising, display and promotion of stock – 25%**

- Ensure that all merchandise is displayed attractively and that the window display is eye-catching
- Ensure that the shop is clean and tidy at all times
- Publicise promotions and special events
- Support and promote Corporate events
- In the absence of the Shop Manager, order consumables and stock items in a timely manner from the distribution unit.

#### **d) Sales and financial reporting – 10%**

- In the absence of the Shop Manager ensure that daily/weekly financial reports are submitted and that any discrepancies are investigated
- In the absence of the Shop Manager, keep the Head of Volunteer Development and Retail fully informed and updated regarding the performance of the shop and any issues which may impact this
- Ensure that the till procedures are followed at all times
- Ensure that issues affecting trade are monitored and communicated
- Ensure that all trading standards regulations are complied with
- Ensure that all financial documentation is correctly completed and up to date and is sent to the finance team in a timely manner, highlighting any issues
- Ensure that purchases from the shop by staff and volunteers are processed according to SSCH policy and that the appropriate records kept
- Ensure that any removal of stock by staff and volunteers is processed according to SSCH policy and the appropriate records kept
- Ensure that charity donations by cash/cheque/card are processed according to SSCH policy and procedure guide

#### **e) Coordination of volunteer team – 15%**

- Ensure that volunteers are fully briefed on shop priorities and matters concerning other areas of the charity
- Create a positive working environment in which equality and diversity are well-managed and volunteers feel valued and an integral part of the team.
- Plan, delegate and allocate tasks to the team, offering support for the volunteer team as appropriate

#### **Other duties**

The post holder will be working in a developing environment and they will therefore be expected to undertake other appropriate duties as required for the effective operation of Shooting Star Children's Hospices.

The post holder must be able and willing to get to and work in other shops, and both hospices.

The post holder must be prepared to offer cover at other shops and their own shop when required during the 7-day working week

The post holder will be required to apply for a Disclosure and Barring Service check

## Mandatory Criteria

### 1. Professional Codes of Conduct

The post holder will be required to respect professional codes of conduct and practice relevant to their role, as appropriate

### 2. Health and Safety

The post holder will be responsible for health and safety in the area under their control and ensure that they are familiar with SSCH's policy on health and safety at work.

### 3. Mandatory Training

The post holder will attend all mandatory training relevant to their role and complete the required online training modules.

### 4. Our values and behaviours

Shooting Star Children's Hospices is a leading children's hospice charity for babies, children and young people with life-limiting conditions, and their families. We require that all of our staff share our common values and display behaviours that will enable us to achieve our goals.

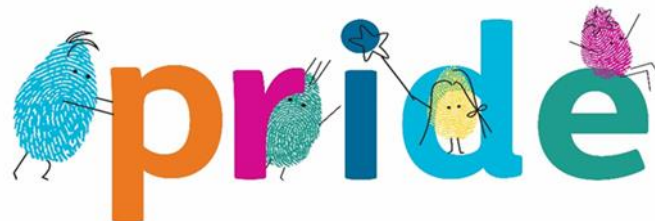
**Professionalism** – *we will safeguard our families, each other and our organisation by working to ethical and professional standards at all times.*

**Respect** – *We will treat each other with the utmost respect.*

**Integrity** – *We will be open, honest and transparent in all that we do.*

**Diversity** – *We will respect individuality and ensure inclusion and fairness to all.*

**Excellence** – *We will strive for excellence in all that we do.*



Shooting Star Children's Hospices is committed to ensuring the welfare and safety of children and young people. All staff members are expected to adhere to our safeguarding policies and procedures. This includes undergoing appropriate training, following reporting protocols for any concerns related to child welfare, and promoting a safe and supportive environment for children and young people. Before commencing employment, successful candidates will be required to provide satisfactory references and undergo an enhanced Disclosure and Barring Service (DBS) check.

**Part 3: Person specification:**

Essential = (E) Desirable = (D)

### a) Qualifications

- 5 GCSE's A-C or equivalent including Maths and English (E)
- Retail or customer service qualification (D)

### b) Experience

- Experience in assisting managing a shop including knowledge of retail and health and safety legislation (E)
- Administrative/cash handling experience (E)
- Experience in managing employees (D)
- Experience of managing a team of volunteers (D)
- Experience of working in a charity shop (D)

### c) Knowledge & Skills

- Verbal and written communication skills (E)
- IT skills (E)
- EPOS reporting (E)
- Ability to motivate self and others (E)
- Ability to work under pressure and deal with changing priorities (E)
- Organisational and prioritising skills (E)
- Experience of working in a charity shop (D)
- Car owner/driver (D)

### d) General attributes

- A self-starter with the ability to work independently and take the initiative whilst knowing when to delegate jobs to others within the team (E)
- Is organised and methodical and able to multi-task (E)
- Works well in a team and on own initiative (E)
- Is able to build good relationships with others (E)
- Is flexible and willing to undertake varied responsibilities as part of a team (E)

## What we offer

### Pension scheme

- NHS Pension Scheme (eligible employees)
- Stakeholder pension scheme
- Employee contribution 3.5%
- Shooting Star Children's Hospices contribution 4.5%
- Additional contributions – we will pay 1% above the contribution up to a limit of 7%

### Annual leave

- 27 days plus Bank Holidays rising with length of service
- 2 weeks paid sabbatical leave after 5, 10 and 15 years' service

### Contractual benefits

- Generous sick pay scheme
- Enhanced maternity, adoption, and paternity leave pay
- Flexible working arrangements
- Death in service benefits
- Reimbursed professional membership fees
- Employee referral scheme
- Blue Light discount card

### **Health and wellbeing**

- Employee Assistance Programme
- Occupational Health
- Eye care
- Mindfulness sessions
- Cycle to work scheme
- Mental Health First Aiders
- Nutritionally balanced meals at Christopher's (free for employees)

## **Equality, diversity and inclusion**

Shooting Star Children's Hospice is committed to inclusion and diversity in everything we do. We know that getting things right is critical for us to live our organisation's values: Professionalism, Respect, Integrity, Diversity and Excellence.

We are always trying to improve our way of working to be more inclusive and equal. Our vision is for Shooting Star Children's Hospice to be a place where people of all backgrounds, groups and communities feel welcomed to work and volunteer.