



Job Title: Cluster Assistant Manager

Salary: £ 28,017.60 per year
(plus enhancement for Sunday working at 1.66 / time plus two thirds)

Location: Supporting Stores in Cluster Uxbridge, Farnham Common, Gerrards Cross, Old Amersham, Langley, Homestore, Maidenhead

Hours: 40 per week including weekends on rota. 5 full days out of 7 (including Sat & Sun on a rota)

Reports to: Area Manager

Responsible for: Supervision of volunteers and other staff members

Purpose of Job:

To support a cluster of stores within a geographical area with the day-to-day management of the shop including

- meeting or exceeding sales targets
- supervising a team of staff and volunteers
- providing the highest quality of service to represent Thames Hospice on the high street
- deputising for a shop manager when they are absent (days off, holiday, sickness, training)
- Moving and assembling large amount of furniture on and off the shop floor- some items are heavy sofas, beds etc – (Reading and Homestore only)

Main Tasks:

Sales & Profits

- To support the achievement of budgeted sales targets and maximum profit
- Assist in the timely and accurate completion of weekly paperwork
- Follow agreed cash handling procedures
- Take responsibility for daily banking when required
- Support the management of stocktakes of new goods as required
- To promote Gift Aid, including training of all staff and volunteers and ensure all administration procedures are followed in line with HMRC regulations.

Customer Service

- Create a welcoming, happy and professional atmosphere for customers and the shop team
- Provide excellent customer service at all times
- Maintain high standards of visual merchandising, window displays and housekeeping
- To proactively promote Thames Hospice in the community

Team Building

- To support the shop managers to motivate the shop team to deliver targets and excellent customer service
- To supervise a team of staff and volunteers including arranging appropriate staffing levels, assisting with staff recruitment, induction and training.

Organise and Manage

- To support the shop managers to manage the team of staff and volunteers in the day to day running of the shop
- Operate the agreed stock rotation system, regularly updating stock
- Operate the agreed pricing structure to maximise profits from the sale of donated goods
- Ensure high value donated stock items, or speciality items are identified & recorded, and when appropriate, are transferred to the relevant Thames Hospice shop or team
- To support the management of an efficient back room operation including storage of stock and re-cycling of waste
- To support the management and stock control of bought in goods
- To assist with monitoring the overall maintenance of the shop, reporting any issues appropriately

Planning

- To support the planning for the management the day to day operation of the shop including;
 - deliveries and collections, assisting drivers as required
 - stock levels and effective stock processing
 - the staff and volunteer rotas to ensure adequate cover is provided during trading hours.

Legal/Security

- To ensure Health and Safety, and Trading Standards regulations are adhered to, to take responsibility for personal health and safety whilst on and off-site
- To ensure all staff and volunteers are trained in fire/evacuation procedures
- To ensure data protection legislation is complied with, particular in Gift Aid and staff records.
- Follow Thames Hospice procedures when handling money and goods and ensure adequate security of the shop, its personnel, money and goods
- To report all accidents and incidents promptly, using the designated form.
- To act as the accountable key holder for the shop when required and maintain effective security measures in relation to the banking of takings, security of stock and the shop premises.

Working with others

- Be flexible, and be willing to work additional hours, when required
- To undertake such other tasks as may be reasonably required from time to time e.g. roll out of new initiatives or projects
- To be flexible and work outside your cluster shops should the need arise
- Travel to retail meetings and training sessions as required
- Engage with and support activities of the wider organisation e.g. fundraising, marketing, and volunteering.
- To maintain excellent knowledge of Thames Hospice in order that customers, staff and volunteer queries can be answered correctly
- Positively promote the work of the organisation building & developing positive internal and external relationships.

General

- It is a manual role involving lifting, sorting, and carrying donated stock.
- Moving dissembling and assembling furniture
- Proportion of day spent working on a computer, inputting information
- Occasionally dealing with difficult/challenging customers

Working Pattern

Your normal working pattern will change each week, subject to the needs of the business and the levels of staff and volunteers available to work and will involve a regular element of weekend working.

Thames Hospice is committed to being an equal opportunities organisation. It is committed to promoting equal opportunities and preventing discrimination. This policy applies to both its service delivery and to its own employment practices. You will be willing and able to demonstrate commitment to Thames Hospice Equal Opportunities Policy

OUR VALUES

Our values are the essence of our culture and inspire our behaviour.



Compassion

Compassion for everyone in a safe and caring environment



Ambition

The desire and determination to serve everyone in our community



Respect

Respect for everyone's dignity



Excellence

Committed to excellence in everything we do

Person Specification

Please note that all criteria are essential unless otherwise stated

Specialist Knowledge and Experience

- Recent retail experience in a supervisory role, including sales targets (*essential*)
- Experience of working in a fashion environment with brand knowledge (*essential*)
- Experience of supervising staff (*essential*)
- Experience of cash handling (*essential*)
- Knowledge of Health and Safety obligations (*essential*)
- Experience of recruiting and managing volunteers (*desirable*)
- Experience of working for a charity (*desirable*)
- Willingness and ability to demonstrate commitment to Thames Hospice values (*essential*)

Results Driven

An ability to get results and willingly tackle demanding tasks. Sets and exceeds challenging personal targets.

Customer Focus

Experience of delivering excellent customer service.

Organisation

Ability to organise time effectively, creating work schedules, prioritising workload and meeting deadlines.

Using Initiative

Experience of taking responsibility for own actions and make decisions without referring to others.

Resilience

Ability to remain calm and self-controlled under pressure.

Communication

Experience of communicating effectively, both verbally and in writing, adapting style to suit the audience.

Team Working

Ability to lead and develop professional, effective and supportive relationships with colleagues.

Flexibility

Ability to react positively to change and take others with you.

IT Skills

Ability to use and work with IT systems e.g. Stock IT system including word, excel and email.

Special Conditions

Access to own vehicle, current driving licence with insurance cover for "Business Use". Regular travel to all Thames Hospice shops will be required.

Appointment is subject to an enhanced Disclosure and Barring Service check