

THE #FULL SPEC



THE REAL NUTS AND BOLTS...

Key Responsibilities & Tasks: Departmental and Role Specific

- Support manager/deputy manager to actively drive sales to maximise shop profitability and achieve annual budget
- Assist manager/deputy manager to support volunteers
- Assist customers with donations
- Deliver excellence in customer service at all times and actively respond and listen to customers and volunteers to demonstrate time and care
- Support manager/deputy manager to maintain a high standard of presentation of merchandise
- Follow agreed till, cashing up and banking procedures
- Support manager/deputy manager in proactive use of social media to promote the shop and engage with the local community
- Support the Hospice Fundraising and Communications teams to promote key events in the shop and the organisation as a whole
- Act as an ambassador for The Hospice

IT'S ALL ABOUT YOU! (WELL THIS BIT IS)

We appreciate you might not tick every box...



Qualifications, Skills, Experience and Knowledge - A passion for retail and a 'people person'

- Good general standard of education
- Previous retail experience preferred but not essential
- Strong communication and interpersonal skills – empathetic and patient
- Strong operational and organisational skills
- Confident IT user
- Ability to work under pressure and multi task in a busy and fast moving environment
- Physical strength and pace to cope with regular manual lifting and handling
- Flexibility

VALUES, COMMUNICATION & WORKING ENVIRONMENT

- Respect and follow [the Hospice's values](#) and policies.
- Your internal & external contacts will include all employees, volunteers, trustees and patrons, plus members of the general public and external organisations/suppliers.
- The post-holder may come into contact with emotional circumstances, through speaking to staff, volunteers and patients and or information. The post holder will frequently be required to change from one activity to another to meet the changing needs of the service
- You will be expected to comply with Health and Safety, Fire and Infection Control regulations and Hospice policies. You will need to complete all mandatory training.
- Safeguarding: Act in a manner at all times to safeguard the interests of individual patients/clients and their families and justify public trust and confidence in the Hospice of St Francis

This list of tasks and responsibilities is not exhaustive and the job holder may be required to undertake other relevant and appropriate duties as required by the Manager. This description and specification can be amended by agreement with the Post Holder and Manager