#

# Staffordshire Wildlife Trust are seeking an

**Assistant Charity Shop Manager**

**Contract Type:** Permanent

**Hours:** 14 hours per week

**Pay Band:** £20,820.80 per annum £8,328.32 pro rata

**Location:** Leek Shop, 36 Derby Street, Leek, Staffordshire, ST13 5AB

**Who We’re Looking For.**

We are currently looking for someone who can deliver the set up and day to day management of a Staffordshire Wildlife Trust charity shop in conjunction with the Charity Shop Manager.

Our charity shops are vital in raising funds for nature and a part of the local community, aspects that are crucial to the goals of Staffordshire Wildlife Trust.

**About You.**

You’ll have experience running charity shops either at an assistant manager or supervisor level looking to take the next step into management. You’ll be a friendly and approachable professional who is confident both in areas like running a small team and customer service.

**About the Role.**

The role of Assistant Charity Shop Manager includes everything surrounding the day to day running of the charity shop and management of staff and volunteers. Everything that comes between opening to closing of the shop each day, such as: managing rotas, creating window displays, banking, ordering, raising purchase orders, sorting and pricing stock, customer service, stocking shelves, creating a welcoming shop environment, training volunteers and staff, generating a profit to put back into the charity. Please read the Job Description for more details.

**About Us.**

“Staffordshire Wildlife Trust protects and enhances the wildlife and wild places of Staffordshire and promotes understanding, enjoyment and involvement in the natural world.”

A registered charity established in 1969 we are one of 46 county Wildlife Trusts throughout the UK and are supported by over 18,000members.

The Trust owns or manages 43 nature reserves covering an area of over 1900 hectares. We have around 140 staff, based in six locations around the county including our Headquarters at Wolseley Bridge, Stafford, with our work divided up into five departments: Conservation Delivery, Engagement, Activism and Marketing, HR & Support Services, and Resources. The Trust has a diverse workforce of including site wardens, wildlife surveyors, community and education officers, catering, retail and administration.

In addition, we have the trading company which looks after the trading side of our business. This includes cafés at The Wolseley Centre and Westport Lake Visitor Centre, charity shops in Leek, Penkridge and Codsall and a retail shop in the Wolseley Centre.

**We’re Wild About Inclusion!** To us, this means inspiring, empowering and engaging people from all backgrounds, cultures, identities and abilities, to change the natural world for the better. It means creating workspaces where difference is celebrated, everyone can be themselves and flourish, just like nature

**Disability Confident Committed.** As users of the Disability Confident scheme, we guarantee to interview all disabled applicants who meet the minimum criteria for vacancies.

Staffordshire Wildlife Trust are committed to keeping children and young people safe, you can see our policy here:  <https://www.staffs-wildlife.org.uk/our-policies>
**Safeguarding** and protecting our visitors, customers, members, staff and volunteers is the responsibility of every trustee, employee, and volunteer at Staffordshire Wildlife Trust.

For more information and to request an application pack contact Staffordshire Wildlife Trust on jobs@staffs-wildlife.org.uk or visit our website [www.staffs-wildlife.org.uk/jobs](http://www.staffs-wildlife.org.uk/jobs)

Staffordshire Wildlife Trust is a registered charity. Charity No: 259558.

**Closing Date: 9 a.m. on Monday 22nd July 2024**

**Interviews: Week commencing 29th July 2024**