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# URGENTLY REQUIRED

# Staffordshire Wildlife Trust are seeking a

**Charity Shop Assistant**

**Birches Bridge, Codsall, WV8 1PE**

* **Sessional (zero hours)**

**Salary: NMW**

We are currently seeking a salesperson to assist the Shop Manager in achieving sales targets whilst delivering high quality customer service for our valued customers.

**About the Role.**

You will be assisting the Manager with the day to day running of the shop alongside volunteers, including opening and locking the premises, assisting with sales, till operation and cashing up.

The roles entails helping to obtain high quality donated goods which you will process through to eye-catching, vibrant displays both in the shop and as window dressings.

You will feel comfortable encouraging donors to sign up to the gift aid scheme whilst having an understanding of the importance of generating additional income for the charity.

The role also involves recruitment and training of shop volunteers to ensure we are able to remain open for agreed hours.

**About You.**

You will ideally have excellent customer service skills and be a confident communicator with a friendly, flexible and helpful approach.

Working within a team and being a true team player with the ability to help motivate colleagues will be a real asset as will experience of financial transactions including till work experience.

Weekend and bank holiday availability will be required.

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**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 18,500 members.

The Trust owns or manages 45 nature reserves covering an area of over 1980 hectares. Our 130 staff are based in six locations around the county including our Headquarters at Wolseley Bridge, Stafford, with our work divided up into five departments: Resources, People Engagement, Conservation Delivery, Fundraising, Communication and Membership & Commercial. 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 café at The Wolseley Centre, charity shops in Leek, Penkridge and Codsall and a retail shop in the Wolseley Centre.

We are welcoming. One of the core values of Staffordshire Wildlife Trust is that we nurture a culture of equality, inclusivity and diversity. We are welcoming to those underrepresented in our communities and we strive to listen learn and share from each other.

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](mailto:jobs@staffs-wildlife.org.uk) or visit our website [www.staffs-wildlife.org.uk/jobs](http://www.staffs-wildlife.org.uk/jobs)

**Closing Date: Monday 24th February 2025 at 09:00am** *(we reserve the right to close the role at any time prior to this date if we receive a high volume of applicants)*

**Interviews: Week commencing 3rd March 2025**