

Sales Assistant

St Teresa's Thirsk Shop

St Teresa's Hospice, Darlington is seeking Sales Assistant to work in our Thirsk Shop based in Darlington.

20 hours per week Monday to Saturday, St Teresa's Hospice Band 1, £11,897.60 per annum pro-rata dependent upon hours (full time salary of £22308.00 per annum).

Employer: St Teresa's Hospice (independent registered charity)

Main duties of the job

We are a forward thinking, inclusive registered Charity with inpatient, outpatient and community services, providing care and support to palliative patients and their families in their own homes and at St Teresa's Hospice. We are looking for a Sales Assistant to join our Thirsk team.

The Sales Assistant will work within the team to support the smooth running Darlington & District Hospice Movement's Charity Shops in order to generate maximum income towards the running costs of the organisation, and to ensure that shops are an effective information point about the organisation and its services.

The successful candidate will have:

- Level 1 or higher standard of literacy and numeracy (equivalent to GCSE Grade G/1 or higher – qualification not required).
- A passion for working within a retail environment and enjoy working with our customers.
- Reliable, and able to work under minimum supervision
- Basic level of computer literacy, with ability to use email, word processing and record keeping software
- Excellent verbal communication skills, with ability to liaise effectively with all sectors of the workforce and general public

Please see the job description and person specification for further details.

Important application info:

Successful applicants are required to provide a basic disclosure. Disclosure expense will be met by St Teresa's Hospice. All posts are subject to a six-month probationary period.

The closing date for this job is: 18 November 2024. This job advert will close as soon as sufficient applications have been received. Please apply for this job as soon as you can, if interested.

Please be aware that we do not have a sponsor licence, and are therefore only able to appoint candidates who are eligible to work in the UK.

About us

Join an organisation where we all work together for a shared charitable goal with a community feel and an inclusive culture.

Benefits of working for St T's include:

- Training and development opportunities
- Flexible working schemes

- Generous company annual leave, sick pay, and maternity/paternity/adoption pay entitlements
- Opportunities to attend and participate in fun and exciting fundraising and awareness events
- Annual staff workshop and workforce events, including long service awards
- Employee Assistance Programme including free counselling/CBT
- Discounted complementary therapies including acupuncture & massage
- Free eye tests for computer users

Please contact HR for further details.

St Teresa's Hospice complies with GDPR during the recruitment and selection process. For information on how we process your data, please see St Teresa's Hospice Recruitment Privacy Notice.

St Teresa's Hospice is a Disability Confident Employer. We are committed to employing and retaining disabled people, and we encourage applications from all sectors of the community.

To apply:

You can apply by downloading an application form from our website and submitting it to hr@darlingtonhospice.org.uk

The application form, full job description and person specification is available on our website at

<https://darlingtonhospice.org.uk/work-with-us/> (if it isn't showing yet, please contact us at hr@darlingtonhospice.org.uk and we'll send you a copy).

We aim to respond to all applications, however if you apply and are not contacted within a month of your application then please assume that you have not been shortlisted for the role on this occasion.