

Shop Manager

Job Summary

St Teresa's Hospice, Darlington is seeking Shop Manager to join the Retail team.

Location: St Teresa's Hospice Shop, High Row

Hours: 7.5 hours per week, Tuesday 1:30pm to 3:30pm and Friday 10am to 4pm

St Teresa's Hospice Band 2: WTE £23, 929.00 per annum. Actual Salary: £4, 785.80

Important application info:

Successful applicants are required to provide an enhanced disclosure with a check of the child barred list. 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: 11 May 2025 or as soon as sufficient applications have been received. Please apply as soon as possible to be considered for this role.

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

Main duties of the job:

We are a forward thinking, inclusive registered Charity with Inpatient, Outpatient and Hospice at Home services, providing care and support to palliative patients and their families in their own homes and at St Teresa's Hospice.

Join a team of Shop Managers, managing the St Teresa's Hospice Charity Shops, in order to generate maximum income towards the running costs of the organisation whilst ensuring that the shops are an effective information point about the organisation and its services.

Essential and desirable qualifications, skills and experience include:

- Provable professional retail experience
- Provable professional experience of front-line working with the general public
- Able to produce professional-standard shop window displays
- Able to accurately sort and estimate price of donated goods for sale
- Excellent verbal communication skills, with ability to liaise effectively with all sectors of the workforce and general public
- Able to handle customer complaints with dignity
- Basic level of computer literacy, with ability to use email, word processing and record keeping software
- Charity retail experience, Gift Aid experience and experience working with volunteers is desirable

For further details, please see the job description and person specification which is available from our website at <https://darlingtonhospice.org.uk/work-with-us/>

An induction and ongoing training will be provided.

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
- 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
- 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
- Free yoga classes

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 the NHS Jobs Privacy Notice and 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 download the application form at: <https://darlingtonhospice.org.uk/work-with-us/>

Please submit your completed application form via post or by hand to **HR Dept, St Teresa's Hospice, The Woodlands, Woodland Road, Darlington, DL3 7UA**, or by email to hr@darlingtonhospice.org.uk

For more information about the role, please contact the HR Office on 01325 254321.

Our Values:

Our values are our core beliefs. They explain who we are, what we believe in and what we stand for.

