



**Position:** Charity Shop Manager

**Job Type:** Full-time, Permanent

**Location:** Waltham Cross

**Hours:** 35 hours (including Saturday)

Are you passionate about making a difference in the fight against cancer? Join us as the Manager of our Nightingale Cancer Support Centre Charity Shop and play a vital role in supporting our mission. We're seeking a dynamic individual to lead our team, drive sales, and foster community engagement.

#### **Responsibilities:**

- **Operational Management:** Oversee the day-to-day operations of the charity shop, ensuring smooth functioning and adherence to organisational policies.
- **Staff Management:** Lead and motivate a team of dedicated staff and volunteers, fostering a positive work environment and ensuring adequate staffing levels for efficient operation.
- **Inventory and Financial Oversight:** Manage inventory effectively, optimising stock levels and monitoring financial performance to ensure profitability. Maintain accurate financial records and adhere to budgetary constraints.
- **Customer and Community Engagement:** Cultivate positive relationships with customers, donors, and volunteers, providing excellent customer service and fostering a sense of community around the shop.
- **Promotions and Events:** Develop and execute promotional events and initiatives to drive foot traffic, increase awareness, and meet fundraising targets.
- **Health and Safety Compliance:** Ensure compliance with health and safety regulations, maintaining a clean and safe environment for staff, volunteers, and customers.
- **Donation Management:** Facilitate the acceptance and processing of donated goods, ensuring their quality and suitability for sale.

#### **Benefits:**

- **Competitive Salary**
- **Annual Leave:** Enjoy 25 days of annual leave in addition to bank holidays.
- **Casual Dress Code:** Embrace a relaxed work environment with a casual dress code.
- **Company Pension:** Access to our company pension scheme for long-term financial security.

If you're ready to make a meaningful impact while advancing your career, apply now to join our team as the Manager of Nightingale Cancer Support Centre Charity Shop. Together, we can make a difference in the lives of those affected by cancer.