



## Information for Candidates

<b>Job title:</b>	<b>Shop Manager, Chorlton</b> full time (37.5hrs per week), permanent contract
<b>Location:</b>	565 Wilbraham Road, Chorlton, M21 0AE
<b>Information about the branch</b>	
<p>The Manchester &amp; Salford Branch of the RSPCA is a separately registered charity. The role of the branch is to rehabilitate and rehome the animals that the national RSPCA charity rescues through the inspectorate service. We also offer free or low cost microchipping and neutering to people on a low income.</p> <p>We are self-funding and need to raise £600,000 each year to continue our work. The branch currently has five charity shops and a small fundraising programme.</p>	
<b>Summary of main terms and conditions of employment (please note that full details are provided with an offer of employment)</b>	
Salary	£19,154.66 pa for full-time post (37.5hrs per week)
Hours of work	We are looking to recruit a full time (37.5 hrs per week) shop manager for our established Northern Quarter shop. Your days will be 8 hours in length with 30 minutes for lunch. Your days off will usually be Sunday and Monday but we will consider alternative arrangements. You will also need to be flexible about your working days/days off in the event of staff absence.
About the job	We have had a shop on Chorlton high street for over 20 years. We are a well established, busy shop that underwent a revamp in 2020 to bring it in line with our other stores. It is a bright, modern shop that is fast paced and demanding of your full attention at all times. This is a challenging but really rewarding job if you are target driven and love animals!
Qualities sought	We are looking for a candidate with previous experience of working in a busy charity shop. You must have a calm and patient manner and excel at customer service, as the clientele are really diverse. You must be physically fit and able to lift moderately heavy loads. We are looking for a candidate who is up to date with changes in fashion trends, has a creative flair for visuals and is used to hard work.

Holiday entitlement	<p>Full time staff receive 20 days (150 hours) per annum, part time staff receive pro rata equivalent.</p> <p>An additional day's leave (7½ hours) will be awarded to all full-time staff at the end of each continuous year of service to a maximum of 25 days (187½ hours), part time staff receive pro rata equivalent.</p>
Probationary period	Six Months
Notice period	<p>During your probationary period, your employment may be terminated by one week's written notice on either side.</p> <p>On satisfactory completion of the probationary period, four weeks written notice on either side.</p>
Pension arrangements (if applicable)	Through The People's Pension
Any additional terms and conditions specific to the role	There may be occasions when you will be required to work above your contracted hours, which will be paid for.

#### Eligibility to work in the UK

In order to comply with legal requirements, we ask all potential candidates to prove their eligibility to work in the UK as part of the selection procedure. If you are invited to interview, you will be asked to bring the appropriate original documents with you to the interview.

#### Additional information (if appropriate)

This is a physically demanding role requiring frequent bending, lifting and carrying heavy loads. In addition you will have to carry donated stock up and down a flight of stairs, full mobility and a good level of fitness is essential for this post.

You must have sympathy to the charity's purpose.

**To apply:** please send a CV and covering letter outlining your suitability for the post to: [susiehughes@rspca-manchesterandsalford.org.uk](mailto:susiehughes@rspca-manchesterandsalford.org.uk)

**Closing date:** [Monday 12th April 2021, 17:00 hours](#)

**Interviews:** First round will be held virtually to suit the shortlisted candidates. Second round will be held in person at the Chorlton shop.

