



Information for Candidates

Job title:	Deputy Shop Manager (full time or job share)
Location:	Chorlton, Manchester
Information about the branch	
<p>The Manchester & Salford Branch of the RSPCA is a separately registered charity. The role of the branch is to rehabilitate and rehomed the animals that the national RSPCA charity rescues through the inspectorate service. We also offer free or low cost microchipping and cat neutering to people on a low income.</p> <p>We are self-funding and need to raise £500,000 each year to continue our work. The branch has four charity shops and a small fundraising programme.</p>	
Summary of main terms and conditions of employment (please note that full details are provided with an offer of employment)	
Salary	£15,860 per annum full time, pro rata if job share. Initial 12 month contract.
Hours of work	<p>This is a full time post open to job share.</p> <p>Full time: 37.5 hours per week over 5 days (Monday to Saturday)</p> <p>Job share: 18.75 hours per week over 2.5 days a week (Monday to Saturday)</p>
About the job	<p>Our Chorlton shop has been at the heart of the community for over 15 years. It is our largest shop generating a substantial income for the charity. It is on a prominent high street location that can be busy and hard work but hugely rewarding. Joining our team at the shop would mean you would get to work alongside our loyal team of volunteers, get to know our regular customers and donors and of course their four-legged friends!</p>
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 week's written notice on either side.</p>
Pension arrangements (if applicable)	Through The People's Pension
Any additional terms and conditions specific to the role	Physically fit to meet the demands of the job.
Eligibility to work in the UK	
<p>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.</p>	
Additional information (if appropriate)	
<p>Must have sympathy to the charity's purpose.</p> <p>Please specify on your application whether you would like to be considered for the full time post or job share.</p> <p>Closing date: Thursday 14th June 2018</p> <p>Shortlisted candidates will be invited to an interview on Wednesday</p>	