



RSPCA Manchester  
& Salford Branch  
Registered Charity No. 232255

## Information for Candidates

<b>Job title:</b>	<b>Shop Manager, Urmston</b> full time (37.5hrs per week), permanent contract
<b>Location:</b>	74 Gloucester Road, Urmston, M41 9AE
<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 £500,000 each year to continue our work. The branch 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	£17,855.34 pa for full-time post (37.5hrs per week)
Hours of work	We are looking to recruit a full time shop manager for our Urmston shop. Core working hours are 9.00 to 5.00 Tuesday to Saturday. You will need to be flexible about your working days/days off in the event of staff absence.
About the job	Our Urmston shop has been part of the community for 10 years. We are seeking to recruit someone who has a passion for people, retail and animals who can continue to nurture the positive community relations we have established. The site is split on two levels and the work involves processing high volumes of incoming donations, so you must be able to cope with the physical demands on this role. There are weekly targets set for sales and Gift Aid and you must be motivated to achieve great results.
Qualities sought	You must embrace working in the heart of the local community, promoting our cause and raising much needed funds for the animals in our care. You must have a proven track record of achieving targets whilst maintaining high standards of quality and presentation. As an ambassador for the branch you must be an enthusiastic communicator capable of nurturing and maintaining positive relationships with customers, donors, staff and volunteers alike.
Holiday entitlement	Full time staff receive 20 days (150 hours) per annum, part time staff receive pro rata equivalent. 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.
Probationary period	Six Months
Notice period	During your probationary period, your employment may be terminated by one week's written notice on either side.  On satisfactory completion of the probationary period, four weeks written notice on either side.
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.

**Closing date:** Monday 3<sup>rd</sup> September 2018

**Interview date:** Wednesday 12<sup>th</sup> September 2018

Completed application forms can be emailed to [susiehughes@rspca-manchesterandsalford.org.uk](mailto:susiehughes@rspca-manchesterandsalford.org.uk) or can be returned via post to: **Susie Hughes, RSPCA Manchester & Salford Branch, 565 Wilbraham Road, Manchester, M21 0AE** by the closing date of 3<sup>rd</sup> September 2018. We do not accept CVs.

As a charity we are unable to acknowledge every application therefore if you do not hear anything further within four weeks of the closing date (i.e. 24<sup>th</sup> Sept 2018) then you have not been short-listed for interview.