



## **JOB VACANCY**

### **Charity Shop Supervisor**

<b>JOB TITLE:</b>	Charity Shop Supervisor
<b>REPORTING TO:</b>	Charity Shop Manager
<b>LOCATION:</b>	Charity Shop, Chipping Campden
<b>HOURS:</b>	5 hours per week; to be worked 11:30 to 16:30 Sundays
<b>SALARY:</b>	£12.56 per hour

Campden Home Nursing is looking for a motivated and enthusiastic Charity Shop Supervisor to join our friendly and dedicated team. Working closely with the Charity Shop Manager and Assistant Manager, you'll help lead a vibrant retail environment that supports our vital work in the community.

This is a fantastic opportunity for someone who's passionate about retail, customer service, and making a real difference through their work.

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#### **Key Responsibilities**

- Maximise sales in the shop and online through effective merchandising, stock rotation and display.
  - Support the management, motivation and training of our valued volunteers.
  - Deliver excellent customer service and ensure the shop reflects the image and values of Campden Home Nursing.
  - Maintain organised and efficient stockroom systems and manage day-to-day retail operations.
  - Operate and provide support on our EPOS system.
  - Ensure Gift Aid paperwork is completed and promoted.
  - Contribute to the shop's social media content and promotion, in collaboration with the Communications team.
  - Represent Campden Home Nursing in the community and act as an ambassador for our work.
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## What We're Looking For

### Essential:

- Good general education (including GCSE-level English and Maths)
- Experience in team leadership or supervision
- Strong communication and organisational skills
- Reliable, punctual, flexible and able to use initiative
- Willingness to provide cover as needed (excluding agreed holiday)

### Desirable:

- Experience in retail, particularly within the charity sector
  - Experience managing or working with volunteers
  - Proficient in EPOS systems and general IT
  - Retail NVQ Level 2/3
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## Why Join Us?

- Work for a highly respected local charity with a strong community presence
  - Be part of a supportive and welcoming team
  - Make a real difference in people's lives
  - Opportunities for training and development
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If you're an organised, proactive and people-focused individual looking for a fulfilling role with purpose, we'd love to hear from you!

👉 Apply Now by sending your CV and a short cover letter to [recruitment@campdenhomenursing.org](mailto:recruitment@campdenhomenursing.org)

For more information, please contact Marion Ward or call 01386 841088 at the shop.