

## **The Area Manager job:**

Our retail network generates over £5.5m each year and works with over 900 volunteers. Our shop teams are proud of the difference they make across local communities, work hard and have fun.

Bringing your previous Area Manager experience to the role, you'll play a vital part in delivering our Retail Strategy, taking accountability for all aspects of performance in your area, including income, profitability, people, customer service and standards.

You'll be responsible for providing leadership, commercial guidance, fundraising inspiration and profitability. You'll be used to travelling significant distances as the area consists of 14 shops covering a wide geographical area across Gloucestershire, Somerset, Wiltshire, Hampshire and Dorset.

Salary: £30,500 + £4,000 car allowance

Contract: Permanent. 35 hours per week

Our Area Managers are home based, typically spending Monday catching up on admin and the remainder of the week visiting their shops. Our Head Office is in Cardiff where you'll be expected to attend meetings as required. You will need your own vehicle for work travel.

In this Area Manager role you can expect to be doing the following:

- Controlling, monitoring and reporting on the retail area's budgets, spend and income
- Running regular retail area meetings and making sure our shop teams are inspired and setup for success
- Making sure our retail environments are safe for staff, volunteers and customers, are welcoming and visually in line with our brand and retail standards
- Checking compliance, policies and processes are being understood and followed by staff and volunteers and managed effectively
- Clearly supporting your direct Shop Manager reports in carrying out their leadership role effectively and managing their performance effectively, fairly and consistently
- Making sure recruitment, absence, performance and behaviour across the area's shops is managed in line with our policies and procedures
- Proactively leading actions across the region and in individual shops that are driven by data, innovation, commercial retail development information, charity legal compliance and local market demands
- Analyse data and use a commercially focused approach to drive each of the shops to exceed their targets, maximise sales and profit through people, products and promotions
- Making sure standards are maintained and shops are well stocked with quality stock, displayed and priced effectively to optimise sales

**To apply:** email your application (CV & Covering Letter) to [people@tenovuscancercare.org.uk](mailto:people@tenovuscancercare.org.uk)

**Closing Date:** 5<sup>th</sup> May. We'll be in touch shortly after the closing date with next steps.

**Interviews:** In person Interviews will be on the 12<sup>th</sup> May at our Cardiff City Centre Head Office.

You can find the full Job Description & Person Specification at our [Work for us page](#) to find out the skills or experience level we're looking for.

We'd love your CV and a covering letter to demonstrate your skills, experience and motivation for joining us and where you'd match our values and excel in the role. You should be able to demonstrate:

- You love retail passionately and excel when it comes to managing people to succeed
- You have previous experience in an Area Manager role or have led multi-site retail teams successfully to evidence engagement, profit, growth and high performance
- You're an inclusive people manager who inspires others to achieve, role models and leads from the front to positively encourage teamwork, creativity and values driven behaviour
- You're adaptable to change, welcomes diversity, are open to ideas and ready to try new things others suggest
- You're guided by data, quality information and results in making decisions and your rationale that achieves quality results
- You're particularly strong in areas such as recruitment, managing budgets and costs and delivering profit, compliance and Health & Safety when it comes to your shops
- You anticipate and approach problems proactively seeking out solutions early on with clear expectations and high-performance standards

### **Your Staff Benefits**

In return you'll be part of a people orientated culture, make impact through a worthwhile cause and have Staff Benefits such as:

- A 35 full time working week with a generous 35 days annual leave including public holidays that increases with length of service (pro rata'd for part time staff)
- Your birthday off work once you've been here for 12 months.
- Opportunity to buy up to 10 days of additional annual leave per year
- Occupational sick pay after completion of probationary period
- Contributory pension scheme
- A tailored induction and support programme to help you succeed and excel
- An Employee Assistance Programme (EAP) offering access to 24/7 confidential advice and support
- The opportunity to participate in staff / volunteer activities to support the wider organisation
- The opportunity to learn from, grow with, support and develop people who volunteer with US

### **About us**

More people than ever are living with cancer in Wales, with around 20,000 people diagnosed every year.

We give help, hope, and a voice to everyone affected by cancer. We understand how cancer can impact every aspect of life and how it affects families and friends too. Our wide range of services offer information, advice, and specialist support to people living with cancer, and their loved ones.

Together with our inspiring community of staff, volunteers, and supporters, we're determined to be here for everyone affected today, tomorrow, and beyond.

### **Recruitment Process**

Please email your CV and covering letter to [people@tenovuscancercare.org.uk](mailto:people@tenovuscancercare.org.uk). They should demonstrate how your skills or experience match the job role essentials and your motivation behind your application. The closing date for your application to be submitted is 5<sup>th</sup> May 2025.

You can also visit our [Work for us](#) pages that give you more information and a copy of the job description and person specification. Please submit your application as soon as possible as we reserve the right to change the closing date.

At Tenovus Cancer Care we're committed to making our workplace diverse and inclusive where everyone feels they belong and can be their authentic selves at work. We're proud to be an equal opportunities employer who does not discriminate based on the Equality Act 2010's Protected Characteristics. All qualified applicants will receive equal consideration for employment, and we will adjust our recruitment processes where we can to support people who wish to join us. If we can support you with your application at all please contact us at [people@tenovuscancercare.org.uk](mailto:people@tenovuscancercare.org.uk).

If you are looking for your next career opportunity, we'd love to hear from you.

