

Permanent Job: Shop Manager (Charity Retail)

Salary: £23111.10

Where: Highcliffe Tenovus Cancer Care Shop (BH23 5EY)

Full Time: 35 hours per week (working 7 hours a day flexibly across the week)

Join Us!

Do you have....

.....a passion for pre-loved clothes? ...a positive management style? ...pride to lead the way on customer service?... profits and people as your motivators?

Our Highcliffe shop's a much-loved part of the local community with a friendly and thriving shop team. With an Assistant Shop Manager supporting a dedicated group of volunteers the team needs a Shop Manager to lead and inspire them to continue keeping the shop at the heart of the community.

Supported by your Retail Area Manager you'll keep the shop's profits growing, make sure quality stock is sold and proactively get out into the community representing our work and creating an inclusive shop environment.

People are at the heart of what we do and a big part of the Shop Manager role is coaching your team and providing people opportunities to grow, support and contribute.

We'd love you to call in and see where you could be working. If you can see yourself joining the team we'd welcome an online CV application from you.

To progress your application we'd like to see your skills and experience when it comes to:

- Working in retail (if you've worked in a charity shop before even better!)
- Making profits and working to targets
- Helping customers and making sure they get the best level of service from you
- Working as a positive and inspiring leader and role model helping others to develop and grow
- Recruiting, motivating and managing a diverse group of people

Interview: Candidates should be available to interview in the week commencing 6th October.

Closing Date: 26th September 2025

About us

More people than ever are living with cancer in the UK, with around 375,000 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.

When you join the Tenovus Cancer Care family you'll benefit from:

- Flexible working arrangements to help you achieve your best at work and manage other areas of your life effectively
- A generous 35 days annual leave (based on full time hours) including public holidays that increases with length of service. You can also buy up to 10 days of additional annual leave per year
- An Employee Assistance Programme (EAP) offering access to 24/7 confidential advice and support
- Occupational sick pay
- Contributory pension scheme

Recruitment Process

Please apply with your CV and covering letter addressing the criteria stated in the Person Specification via the Tenovus Cancer Care website

Please submit your application as soon as possible as sometimes we do close our adverts early if we receive sufficient applications for the role.

You can also visit our [Work for us](#) pages that give you more information and a copy of the job description and person specification can be found here:

<https://www.tenovuscancercare.org.uk/media/c1qdcmk/shop-manager-jd-july-2022.pdf>

Tenovus Cancer Care is committed to encouraging equality and diversity and are looking to broaden the diversity of our staff so welcome applications from people from underrepresented backgrounds to better reflect the communities we serve. We are proud to be a Disability Confident employer which means that our recruitment process is fully inclusive of all physical and mental disabilities and we'll make adjustments as needed throughout our process.

If we can support you with your application at all please contact us at people@tenovuscancercare.org.uk

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

