

**Permanent Job: Assistant Shop Manager/ Rheolwr Siop Cynorthwyol (Charity Retail)**

**Salary: £10,158.72**

**Where: Pembroke Tenovus Cancer Care Shop (SA71 4JS)**

**Part Time: 16 Hours (working flexibly across the week)**

**Join Us!**

Do you have....

.....a passion for pre-loved clothes? ...a positive and supportive attitude to make your team shine? ...pride in giving great customer service?

Our Pembroke Shop is a much-loved part of the local community with a friendly and thriving shop team. With an experienced Shop Manager supporting a dedicated group of volunteers there's a space for an Assistant Shop Manager to help cover and run the shop, support the team, keep the shop looking good and our customers feeling welcomed.

People are at the heart of what we do and a big part of the Assistant Shop Manager role is working well with others to positively encourage, include everyone and support and provide people opportunities to grow 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 or volunteering in retail (if this has been in a charity shop before even better!)
- Helping customers and making sure they get the best level of service from you
- Being a positive and inspiring leader helping others develop and grow

**Closing Date: 7th May 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.

**Amdanom Ni**

Mae mwy o bobl nag erioed yn byw gyda chanser yng Nghymru, gyda thua 20,000 o bobl yn cael diagnosis bob blwyddyn.

Rydyn ni'n rhoi cymorth, gobaith, a llais i bawb a effeithir gan ganser. Rydyn ni'n deall sut gall cancer effeithio ar bob agwedd o fywyd a sut mae'n effeithio ar deuluoedd a ffrindiau hefyd. Mae ein hystod eang o wasanaethau yn cynnig gwybodaeth, cyngor a chymorth arbenigol i bobl sy'n byw â chanser, a'u hanwyliaid.

Ynghyd â'n cymuned ysbrydoledig o staff, gwirfoddolwyr, a chefnogwyr, rydym yn benderfynol o fod yma i bawb yr effeithir heddiw, yfory, a thu hwnt.

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/e0hbmky/assistant-shop-manager-id-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.

Yng Ngofal Canser Tenovus rydym wedi ymrwymo i wneud ein gweithle yn amrywiol ac yn gynhwysol lle mae pawb yn teimlo eu bod yn perthyn ac yn gallu bod yn ddilys iddyn nhw yn y gwaith. Rydym yn falch o fod yn gyflogwr cyfle cyfartal nad yw'n gwahaniaethu ar sail Nodweddion Gwarchodedig Deddf Cydraddoldeb 2010. Bydd pob ymgeisydd cymwys yn cael ystyriaeth gyfartal ar gyfer cyflogaeth a byddwn yn addasu ein prosesau recriwtio lle y gallwn i gefnogi pobl sy'n dymuno ymuno â ni.

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 challenge, we'd love to hear from you.

