



SPITALFIELDS CRYPT TRUST

LIFE BEYOND HOMELESSNESS & ADDICTION
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| Job title: | Assistant Shop Manager |
| Department: | Retail |
| Reporting to: | Dual Site Manager |
| Salary: | £24,333.00 per year |
| Hours: | 35 per week |
| Location: | SCT Shops East London |
| Contract type: | Permanent |

Overview

Aim and influence

- Assist the manager to achieve weekly/ annual sales and profit targets for each shop.
- To assist in managing the day to day running of the shops staff and volunteers with the aim maximising sales and controlling shop expenses to support SCT's mission.
- Work within SCT values

Other key details

- A 4 day fully flexible working pattern, including weekends and bank holidays
- Flexibility required where reasonable and appropriate to accommodate short notice alterations to working pattern.
- Must work in other shops within London if occasionally required.
- Attend and undertake any relevant training workshops, events or meetings as required.
- A satisfactory Basic Disclosure from the Disclosure Barring Service is required for this role.

Your enthusiasm and dedication will see you:

- Have excellent communication and customer skills, be solutions focussed with friendly positive can do attitude.
- Be responsible for our dedicated volunteer teams, customer service and oversee daily retail operations in the absence of the shop manager.
- Recruit, train and support volunteers, helping them to achieve their goals and potential to support the aims of the shop.

- Interact with your local community to support engagement through volunteering, donation and fundraising opportunities.
- Be a self-motivated team player, who is enthusiastic and passionate about the cause of the charity.
- Have the ability to accept and process donations in a timely manner, modelling Gift Aid prompts
- Ensure stock quality and pricing aligns with the expected standards.

What we need from you:

- Retail experience.
- An interest in preloved, vintage and second-hand fashion
- Have excellent communication, interpersonal skills and customer service skills.
- Having experience of working with volunteers would be an advantage.
- Strong administration, computer skills- MS Office and POS.

What we can offer you:

Working with SCT offers numerous benefits. Employees find deep personal fulfilment and purpose by working to support the most vulnerable in society. Our teams are passionate and supportive, fostering a strong sense of community among like-minded individuals. With opportunities for professional growth, SCT offers training to support your role and personal development:

- Training & Development opportunities.
- BUPA Cash Back Plan.
- BUPA Employee Assistance Program with access to counselling.
- Cycle to work scheme/ interest free travel loans for season ticket holders.
- A busy, challenging and rewarding role with consistent support and an opportunity to continue to learn.

How you can apply today!

Applications for this role may be reviewed as they are received so we encourage you to apply as soon as possible!

All applicants must possess the legal right to work in the UK.

The Spitalfields Crypt Trust Charity Number is 1075947. Company Number is 3734793.
Our registered office is Acorn House, 116-118 Shoreditch High Street, London, E1 6JN.