

Advert

Charity Shop & Hub Manager

Normal hours of work: Tuesday – Saturday, 9am – 5pm (37.5 hours / week)



This is a temporary contract subject to funding.

Salary: £20,720 p.a.

About St Petrock's

St Petrock's is a small local charity working to address the problems caused by homelessness in Exeter and the surrounding area. Through our homelessness resource centre in Cathedral Yard, and via our housing services in the community, we provide a range of emergency, support and prevention services to help people rebuild their lives and make the transition to independent living.

About the Role

An exciting opportunity has arisen for a people-orientated, organised and creative individual to help set up and manage the new St Petrock's "pop-up" Hub and Charity Shop on Exeter High Street. This innovative project is the first of its kind for St Petrock's and will start with a six-month trial, with a view to becoming established longer term.

The successful candidate will be the key interface between St Petrock's and the local community, helping to increase understanding of our work in the city. Possessing excellent interpersonal and communication skills, you will help establish, maintain and manage a welcoming, educative and commercial environment for our customers, supporters and volunteers.

Community-minded and with a strong ethos for recycling, you will be responsible for receiving and appropriately allocating donations for St Petrock client use or sale. A high level of organisation will be required to maintain oversight of all aspects of retail operations, including taking responsibility for your trading budget, ensuring profitability and managing a small team of volunteers.

A [full job description](#) and [application form](#) are available from our website at www.stpetrocks.org.uk/shopmanager

If you would like to [discuss the post further](#), please contact Lucy Patrick, External Communications Manager, at lucy@stpetrocks.org.uk to arrange a call.

Applications

Applications must be made via application form only. Please email completed applications to laura@stpetrocks.org.uk or submit by post *FAO Laura McIvor, St Petrock's (Exeter) Ltd, 10 Cathedral Yard, Exeter, EX1 1HJ* to arrive by the closing date below.

Closing Date: Applications will be [reviewed as received](#), with a closing date of **Tuesday 12th October**.

(Please note we reserve the right to close this advert sooner than the stated closing date dependent on the number of applications received)

St Petrock's (Exeter) Ltd