

# Hospice at Home

Carlisle and North Lakeland

**Organisation:** Hospice at Home Carlisle and North Lakeland  
**Base:** Wigton  
**Salary:** £ 9.20 per hour  
**Type:** Permanent  
**Hours:** 18 hours per week worked flexibly Mon - Sat  
plus cover for holiday and sickness absence  
**Reference No:** HHCNLH36

Hospice at Home is an independent charitable organisation committed to providing high quality patient care. An opportunity has arisen for a Shop Manager to support the retail arm of the Charity.

The proposed Shop Manager's role will be to ensure the profitability and efficient running of the Wigton Charity Shop located at 9 King Street, Wigton, CA7 9DT. The post holder will ensure the promotion of the Charity in all aspects of work in a professional and efficient manner. The role will include guaranteeing the highest standards of customer care, to be proactive in generating donated goods from the public and encouraging growth in shop turnover, supporting the shop volunteers, being responsible for accurate financial and administrative procedures and to maintain high standards of displays throughout the shop.

We would like to hear from you if you have retail experience, the ability to communicate effectively with staff, volunteers and customers and are flexible in the hours specified.

Please contact Edna Graham on 07484173581 for an informal discussion and further information.

Please contact Liz Edmondson, Office Manager and HR Support on 01228 603208 for a job description and application form.

Hospice at Home is committed to staff development and operates a robust supervision and appraisal system.

**Closing date for applications: 16.01.19**  
**Interviews to be held on: 21.01.19**

**PLEASE NOTE: DUE TO THE CHRISTMAS BREAK/ANNUAL LEAVE THERE MAY BE A DELAY IN RECEIVING A JOB DESCRIPTION/APPLICATION FORM UNTIL THE 2<sup>ND</sup> JANUARY 2019**