

funding research,
support and grants
in our region



Saturday Retail Assistant

Job Summary:	<p>We are looking for a Retail Assistant to join the YBTC family, working on a Saturday with support from our Shop Supervisor and team of volunteers.</p> <p>As our Retail Assistant, you are at the heart of our shop. We are looking for an individual who shares our passion and will contribute to the charity's ongoing success.</p>
Responsible to:	Chief Executive Officer
Reports to:	Shop Supervisor
Salary	£6.56 - £8.91 per hour dependent upon age and experience
Hours:	7.5 hours p/w on a Saturday 9am to 5pm (with half hour unpaid break) <i>Additional hours may be available</i>
Holidays:	27 days per annum pro rata, including bank holidays <i>(Actual: 1.5 days for 3-month fixed-term contract)</i>
Contract:	3-month fixed-term contract
Location:	Shop is based at 31 Otley Road, Headingley, Leeds LS6 3AA

Principal Responsibilities

Retail
<ul style="list-style-type: none">• To ensure a high standard of customer service is always maintained• Acknowledge, welcome and assist customers and donors• To help with displays both in the window and inside the shop to maximise sales• To use the till system accurately for processing sales and gift aid sign ups, ensuring all sales are recorded properly and that all money is kept secure• To actively promote gift aid and ensure donations are labelled with any gift aid number when received• To support the Shop Supervisor to ensure the shop and stock area is always clean and tidy• To ensure all merchandise is clearly ticketed and priced correctly

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- To keep the stock replenished throughout the day
- To assist in the sorting and preparation of stock

General

- To encourage and assist in training and supporting volunteers
- To have adequate knowledge about the charity in order to answer any customer query
- Ensure that personal behaviour reflects the vision and values of the charity
- To have knowledge of the accident reporting procedure, first aid box and basic fire safety to be able to use them in the event of an emergency
- To keep fire exits clear and comply with all regulations regarding the charity's health and safety policy
- To inform the Shop Supervisor of any defects or maintenance problems and any dangers or hazards to customers, staff and volunteers within the shop premises or immediate vicinity
- To undertake any training required
- Any other duties as directed by the Shop Supervisor or Chief Executive Officer

This Job Description is not intended to be exhaustive and it remains subject to change at any time to meet the changing needs of the charity.

Person Specification

Knowledge, Skills & Experience	
Essential	Desirable
<ul style="list-style-type: none"> • Good customer facing and communication skills • Excellent attention to detail • Good cash handling skills • Good IT skills • High level numeracy skills • Willingness to lift and carry 	<ul style="list-style-type: none"> • Experience of working in a retail environment • Experience of working in a team

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**yorkshire's
brain tumour
charity!**



Personal Characteristics

- Ability to work as part of a team, as well as independently
- Ability to work with a broad mix of people
- Honest and trustworthy
- Respectful of confidentiality of donors, supporters and the organisation
- Flexible approach to working in a very varied role
- Smart appearance

About Yorkshire's Brain Tumour Charity

Background

Founded in 2003 and originally named Andrea's Gift, Yorkshire's Brain Tumour Charity (YBTC) is Yorkshire and Humber's leading brain tumour charity. Offering practical, financial and emotional support to both adult and child brain tumour patients, together with their families.

At YBTC we are a small team who are growing to meet the needs of those affected by a brain tumour in Yorkshire. Around 15 new cases of primary brain tumour are diagnosed in the region every week.

Brain tumours are the biggest cancer killer of our children and the under 40's. Yet, brain tumour research receives less than 2% of national cancer research funding. We are dedicated to funding brain tumour research in Yorkshire; we hope this research, dedicated to identifying new approaches to the discover and treatment of brain tumours, will improve outcomes for patients.

We are dedicated to providing support for patient's their families and carers. We offer our support in a number of ways including financially, emotionally and practically, for as long as we are needed.

Our Mission

We are a Leeds based charity funding brain tumour research in and supporting people across Yorkshire affected by a brain tumour.

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Our Vision

We want to cure a devastating disease that affects so many people. Whilst we are waiting for a cure, we will provide the best patient and family support network in Yorkshire.

Our Key Aims

Loving support: we offer an open door to a community who has been through this before

Loving research: we fund next generation research because we want to find a cure

You can request an application pack from Marie Peacock, Chief Executive Officer by email: info@yorksbt.org.uk or call 0113 340 0111.

To apply please return your completed application form and signed GDPR consent form with a cover letter to info@yorksbt.org.uk

Applications will be assessed on an ongoing basis.

Application Feedback

Unfortunately, due to the large number of applications we receive, we are unable to provide feedback to those applicants who are rejected prior to interview.

Please note: CV's are not accepted, to ensure fairness between applicants an application form must be completed.

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