



## **Retail & Fundraising Supervisor**

### **Shaun in the City & Wallace and Gromit's Charity Shop**

Location: Covent Garden Market Hall, London  
Temporary role: 8 weeks, from the 30th of March – 25th May  
Hours: 40 hours per week over 6 days (Tuesday – Sunday)  
Application deadline: 19th March 2015

You will have specific accountability for a barrow in Covent Garden Market Hall. This site will provide both a retail outlet for Shaun in the City merchandise and information to support the Shaun in the City sculpture trail. You will need to ensure that this site is managed efficiently and effectively.

### **Key Accountabilities**

- Oversee management of Shaun in the City's Covent Garden hub
- Manage the smooth running, and functioning of a retail outlet, working closely with colleagues from Wallace and Gromit's Children's Charity both in London and in Bristol.
- Administration duties relating to the retail department including, recording of sales, stock levels and rotas.
- Play an active part in the Shaun in the City project, providing information to visitors of Covent Garden on a daily basis.
- Work with the organisation and other retail staff to ensure project visibility and promotion and relay visitor feedback to the organisation.
- Manage warehouse/storage and stock movements to and from the retail site.
- Assist in the management of stock from processing through to presentation ensuring the shop operates to established brand standards.
- To assist in the recruitment, retention and training of staff and volunteers to ensure shop can open the agreed hours and operate to these standards.

**In order to apply you should have the following skills and experience:**

- Retail experience
- Stock management experience
- Experience supervising a team
- Experience of cash handling and sales reporting
- Excellent organisational, interpersonal and communication skills.

To apply please complete the CV summary sheet below and send this along with a covering letter and a copy of your CV to [jobs@wallaceandgromitcharity.org](mailto:jobs@wallaceandgromitcharity.org)

*N.B. Interviews will take place on the 23<sup>rd</sup> of March only.*

*Please provide details of any pre-booked holidays, falling within the contract period, in your application.*

Shaun in the City London Office  
The Hub, 5 Torrens Street, London, EC1V 1NQ  
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[www.shauninthecity.org.uk](http://www.shauninthecity.org.uk)



**CV SUMMARY**

PLEASE FILL OUT ALL SECTIONS OF THIS FORM GIVING AS MUCH INFORMATION AS POSSIBLE AND ATTACH IT TO YOUR CV. YOU SHOULD USE A SECOND SHEET OF PAPER IF THERE IS NOT ENOUGH SPACE TO ANSWER ANY OF THE QUESTIONS. CV'S WILL ONLY BE ACCEPTED WITH A FULLY COMPLETED COVER SHEET.

Name \_\_\_\_\_ Job applied for \_\_\_\_\_

**Relevant skills and experience – please give as much information as possible:**

**Qualifications:**

**Computer packages used and level of proficiency:**

**Salary expectations:**

**Availability- when will you be available to work/what notice period must you give?:**

**Do you need a work permit to work in the UK?** \_\_\_\_\_

**How did you hear about this vacancy?** \_\_\_\_\_

**Data Protection:** Information provided by you on this form and in your CV may be copied for use for recruitment purposes. The data will be stored for 6 months and then destroyed. All information will be treated as confidential.

**I consent to the use of information in my form in this way:**

Signed: .....Date: .....