

Assistant Manager (Crayford)

Salary: £14,910.60 p.a.

Location: Crayford, Kent

Hours: 22.5 Hours Per Week (3 days per week Monday to Sunday)

Do you have great customer service, a friendly and approachable manner and retail experience? If so, we are looking for someone just like you!

As an Assistant Manager, you'll have a background experience in the retail environment. You will work alongside the Shop Manager to manage staff and volunteers, drive sales to achieve targets and assist in recruitment, training, cash management and managing volunteers.

ellenor is a hospice charity in Gravesend providing palliative and end-of-life care within the local community. At **ellenor**, we value inclusivity and focus on providing high-quality services with compassion and care.

We offer professional development opportunities and a comprehensive benefits package, including a pension scheme (with the option for NHS Pension Scheme members to transfer their pension), an employee assistance program, discount schemes, a generous annual leave allowance, and much more.

Key Responsibilities of the role include:

- Collaborating with the Retail Cluster Manager and Head of Retail to run the shop
- Ensure your team is delivering as per the strategic plan and in line with company policies and procedures
- Monitor and evaluate the performance of the shop
- Oversee retail property management matters, ensuring compliance and maintenance of property databases

Essential requirements of the role include:

- Proven experience in managing, supporting and resourcing a team through setting and monitoring objectives and targets
- Proven experience in managing budgets
- A good understanding of retail management and the challenges of working within the voluntary sector

UK Immigration:

ellenor is not currently offering sponsorship to candidates under the Skilled Worker visa route in the UK. This decision is a consequence of the changes made to the Skilled Worker route by the UK Government in April 2024. We continue to welcome applications from candidates who are eligible for alternative immigration routes in the UK, that do not require sponsorship as a Skilled Worker now or in future.

How to apply:

By application form either online or downloadable from our website or by submitting a CV and cover letter to hr@ellenor.org, **CV's without a cover letter will not be considered.**

For informal enquiries please contact 01474 320007

Application deadline: 29 June 2026