



## Jersey Hospice Care

*your care, your choice, your time*

### JOB DESCRIPTION

<b>Job Title:</b>	Senior Shop Coordinator
<b>Reports to:</b>	Senior Shop Manager
<b>Department:</b>	Retail
<b>Hours:</b>	37.5
<b>Working Pattern:</b>	Monday to Sunday, working 5 days in 7, on a rota basis between the core hours of 8am to 5pm.
<b>Contract Type:</b>	Permanent / Full time

#### General

Jersey Hospice Care is an independent charity which provides palliative care services within the community and the hospital, as well as through the Day Hospice and In-Patient Unit facilities. All services benefit from a well-resourced multi-professional team with skills and expertise in palliative and end of life care. These services are provided at no cost to the patient or their family.

#### Job Purpose

To support the management team in the day to day running of Jersey Hospice Care's Holme Grown fundraising shop to maintain a high level of customer service and maximise revenue. The Senior Shop Co-ordinator will also be required to provide cover in the absence of the Senior Shop Manager and work in partnership with other Jersey Hospice Care Shops, staff and volunteers.

#### Job Context

The post holder will be based at the Holme Grown store and is required to work between the core retail hours (8am – 5pm) which includes alternate weekends to suit the needs of the business. The post holder would be entitled to the equivalent time off during the week which would be allocated by the management team via the electronic rostering system.

#### Nature and Scope of Role

In order to meet the objectives the post holder will have responsibilities in the four domains of work:

- 1. Management of the shop**
- 2. Supporting the Senior Shop Manager in the management and development of Employees and Volunteers.**
- 3. Supervising the retail team to deliver excellent customer service**

## 1. Management of the Shop

- To work closely with and support the Senior Shop Manager in the day-to-day running and management of the shop.
- Provide a courteous and helpful service to the public, dealing with issues, complaints, and queries.
- Supporting the Senior Shop Manager in ensuring donations are sorted and priced on a daily basis in accordance with the sorting and pricing policy.
- Oversee the merchandising, stock control, rotation, and presentation of goods to optimize sales from purchase lines to ensure agreed margins are achieved.
- Responsible for purchasing shop essentials in the absence of Senior Shop Manager.
- Supporting the Senior Shop Manager in ensuring that the shop is safe, clean, and tidy at all times and housekeeping is undertaken to company standards.
- Check that the exterior of the shop is maintained to a good standard and report any issues or concerns immediately to the Landlord and Hospice's Properties and Facilities Manager.
- Responsible for regularly checking that shop equipment is kept in good working order, reporting any issues or concerns as appropriate in a timely manner.
- Ensure all shop administration is completed to agreed deadlines and in line with policies and procedures, including the use and management of tills, receipts, and records.
- Supporting the Senior Shop Manager in enforcement of Health and Safety Policy and Procedures.
- To ensure adherence to Jersey Hospice Care's policies for the control, reconciliation and banking of shop takings and weekly returns.

## 2. Supporting the management and development of Employees and Volunteers

- Oversee and supervise the work of the Retail Team, including organising employee and volunteer rotas.
- Facilitate the setting of objectives and annual appraisals for all direct reports, in adherence with Jersey Hospice Care approach and within due timelines.
- Motivate the Retail Team, employees and volunteers, to ensure their understanding of the importance of achieving personal objectives and the retail goals and objectives along with Jersey Hospice Care's ethos, mission, values and behaviours.
- Provide guidance to the van drivers to ensure all deliveries and collections are conducted in an efficient and timely manner.
- Ensure that work rotas are communicated timely, effectively and adhered to, and that employees and volunteers' details are kept up to date.
- Manage standards relating to customer service. Provide feedback to employees and volunteers when standards are not met, identifying, and addressing training needs as they arise.
- Supporting the Senior Store Manager on recruitment, onboarding, and induction training of new volunteers, to develop and motivate sufficient numbers of employees and volunteers to ensure the shops can effectively open during the agreed hours and operate to required standards.
- Effectively communicate (via regular Team meetings, 1:1's, written and oral information) with employees and volunteers to foster a positive team spirit and ensure they fully understand the retail goals and objectives, and the vision, mission, values, and behaviours, of Jersey Hospice Care.
- Supporting the Senior Store Manager in ensuring the welfare of employees, volunteers, and customers by implementing trading standards and health and safety legislation/policies.
- Work in partnership with other Hospice shops, employees, and volunteers and with colleagues across all Teams within Jersey Hospice Care.

### 3. Customer Service

- To consistently provide high standards of customer service to the public and shoppers through personal behaviours, as well as through influencing behaviours of employees and volunteers alike.
- Resolve customer complaints and deal effectively with all telephone and email messages and enquiries
- Support the Income Generation and Communications team in creating content to support external events, to drive footfall into the fundraising shops and to tell stories around our people and our shops.

### GENERAL DUTIES

In addition to the key job responsibilities detailed in this job description all employees at Jersey Hospice Care are expected to comply with the general duties detailed below:

**Infection Prevention and Control** - Maintain a clean, safe environment, ensuring adherence to Jersey Hospice Care's standards of cleanliness, hygiene and infection prevention and control.

**Safeguarding**- Jersey Hospice Care is committed to safeguarding and promoting the welfare of Adults, children and young persons. All staff are therefore expected to behave in such a way that supports this commitment.

Staff are required to complete the one off mandatory training courses 'Safeguarding Adults at Risk - Foundation' and 'Safeguarding Children and Young Persons - Foundation' which are facilitated by the Safeguarding Lead.

**Information Governance**- All staff have an individual responsibility for creating accurate records of their work and for making entries into and managing all records effectively in line with policies and procedures and to ensure JHC meets it's legal, regulatory and accountability requirements.

**Governance** - Actively participate in governance activities to ensure that the highest standards of care and business conduct are achieved.

**Health & Safety** - Ensure a safe working environment and be aware of responsibilities under the Health & Safety at Work Act, taking appropriate action in the event of an accident to patients, staff, self or any other person in the work area.

To co-operate fully in discharging the policies and procedures with regard to health and safety matters.

Whilst the aim of Jersey Hospice Care is to promote a co-operative and constructive view of health and safety concerns in the organisation, all staff must be aware that a wilful or irresponsible disregard for safety matters may give rise to disciplinary proceedings.

**NB:** *Although this is a comprehensive job description, you may be required to undertake other duties assigned by the Retail management team in response to business needs.*

### OTHER INFORMATION

**Data Protection** - Applications made in respect of this position will remain confidential, those that are unsuccessful will be kept for a period of 12 months from date of receipt at which point they will be destroyed. The application of the successful candidate will be kept on their personnel file for 3

years post termination of employment. For further explanation see Appendix A ‘fair processing statement’.

**Equal opportunities statement** - JHC is committed to eliminating discrimination and encouraging diversity amongst our workforce. We demonstrate commitment to equality and fairness for all in our employment and do not discriminate on the grounds of gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion or age. We oppose all forms of unlawful and unfair discrimination.

**Jersey Hospice Care operates a strict no smoking policy.**

<b>PERSON SPECIFICATION</b>		
<b>Senior Shop Coordinator</b>		
<b>Essential Criteria for selection</b>		<b>Desirable Criteria for selection</b>
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>Has undergone health and safety, safe moving and handling training.</li> </ul>	Previous supervisory experience Educated to GCSE level or equivalent Completed COSH training
<b>Knowledge Skills and Experience</b>	<ul style="list-style-type: none"> <li>Previous relevant retail experience</li> <li>Excellent interpersonal and people skills</li> <li>Able to demonstrate high quality and standards of customer service</li> <li>Proven ability to develop and maintain effective working relationships with volunteers</li> <li>Supervisory / Team Leader experience</li> <li>Has an overall understanding of risk</li> </ul>	Knowledge of charitable sector Previous responsibility for undertaking a range of risk assessments
<b>Technical Abilities</b>	<ul style="list-style-type: none"> <li>Competent in day to day use of IT eg Word processing, Outlook, Rostering</li> </ul>	Car driver/owner Experience of electronic rostering
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>Excellent communication skills</li> <li>Calm and supportive in approach to colleagues</li> <li>Able to persuade, influence and handle challenging situations</li> <li>Demonstrates a strong work ethic</li> <li>Is highly confidential and trustworthy</li> <li>Reliable, dependable and approachable</li> <li>Flexible and adaptable in approach to role and working pattern</li> <li>Supportive of colleagues</li> </ul>	

	<ul style="list-style-type: none"> <li>• Ability to effectively manage time, self and own workload</li> </ul>	
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## JERSEY HOSPICE CARE BACKGROUND

**Specialist Palliative Care Team** – works collaboratively with all healthcare professionals island wide to ensure patients and their families receive expert advice and support in relation to palliative and end of life care in all community settings whether this is at home, in nursing and residential care homes or in hospital. The team will adopt a multidisciplinary approach to ensure that it provides complex symptom management and holistic care in order to provide patients with the optimum quality of life possible.

**Day Hospice** - Our Day Hospice and Out Patient Service (based in the King Centre at the hospice) aims to enrich patient’s lives through individual and group activities. We offer patients and their carers personalised support, whilst empowering them to manage their condition and prevent unnecessary complications.

**In-Patient Unit (IPU)** - The In Patient Unit, comprising of twelve single en-suite bedrooms, offers facilities for short stay admission, typically for assessment, symptom management, respite and end of life care. Care is delivered by skilled and experienced nurses, working with other members of the multi-disciplinary team, to ensure a holistic approach to the care of patients and their families.

**Complimentary Therapies team** - JHC offers a comprehensive range of physiotherapy, lymphoedema and complementary therapies; provided by skilled practitioners through individual and group activities and available in the IPU, Day Hospice, outpatients and gym. The therapies team is based in the King Centre at the hospice.

**Bereavement & Emotional Support Service** – support is available to anyone in the community who has suffered a loss, regardless of the nature of the bereavement. This service aims to offer help and support to those who have lost a relative or friend, and are having difficulty coming to terms with the bereavement. The service is managed by staff with the help of trained volunteers.

**Education, Learning and Development Team** - The Education, Learning and Development Team co-ordinate a broad range of academic and competency based education programmes to support our staff irrespective of which department they work in to feel confident in their roles. We also deliver external education across Jersey’s health and social care community which focus on the principles and practice of palliative and end of life care. The overall aim is to achieve Island wide excellence in standards from a single point of education delivery.

**Retail** - there are two JHC shops; a town shop in St Helier and a country shop in St Ouen, both operated by Jersey Hospice Care Retail Limited a wholly owned subsidiary trading company of JHC. The shops are important sources of income, as well as providing a vital contact with the Island community.

**Income Generation team** - are responsible for generating efficient, effective sustainable income for now and for the future. Notable key fundraising events are £1m Lottery Draw, Dragon Boat Race,

5000 Club and Christmas Tree collections. The Income Generation team is known as the “Hub of Hospice”.

**Volunteers** - JHC depends on the generous support of a large body of volunteers who assist in a wide range of roles across all areas of the charity. These include helping in the shops, Day Hospice, In-Patient Unit, Community Bereavement Service, fundraising, gardening, etc.

**Administration and Support Services** - staff are responsible for the administration, accounts management, housekeeping and catering services that are vital to the smooth running of the charity. The administration team are the first point of call for those ringing or calling at JHC

## APPENDIX A



### Privacy Notice – Employees of Jersey Hospice Care

#### Who we are?

We are Jersey Hospice Care (Jersey Charity Number AJC 075), a charity that provides specialist palliative care for everyone who requires it, irrespective of cause.

We are also a Data Controller, as specified in the Data Protection (Jersey) Law 2018, in relation to any personal data you provide to us. We take the privacy and security of your personal data very seriously. This privacy policy sets out how we do that.

#### Why we collect your personal data?

We collect personal data for various reasons. These reasons will differ based on the types of personal data we collect and also how we use it.

Reasons will include;

- We collect and hold contact information, such as your name, address and telephone number so that relevant correspondence can be sent to you or so you can be contacted in case of an emergency.
- We will ask for details, including name and telephone number, of people you would like to be contacted in case of an emergency.
- We collect and hold bank account details such as your bank account number and sort code so that your salary can be paid to you.
- We will collect information on tax contributions you have paid whilst employed by us so that the relevant tax authorities can be informed.
- We will collect information on Social Security contributions you have paid whilst employed by us so that the relevant authorities can be informed.
- We will hold information on file relating to your performance and attendance.
- We will hold copies of sick notes that you provide to us.
- We will hold copies of any references that were provided as part of your recruitment.
- Closed Circuit Television (CCTV) is in operation within certain areas of Jersey Hospice Care premises and your image may therefore be captured. This is for your security and the security of other visitors or service users.

#### When do we collect your personal data?

- During the recruitment process such as when you complete a job application.
- At times throughout your employment such as when you change your address, the bank account you would like your salary paid into or if other relevant personal data changes and you inform us.
- When you fill in any forms. For example, if you are involved in an accident on our premises and we need to fill in an accident form on your behalf.

- You may also wish to take advantage of the private medical insurance or pension which Jersey Hospice Care offers as part of its employment package. This will involve the provision of personal data some of which, in the case of medical insurance, will be sensitive information as it relates to health.

### **What personal data do we collect?**

Personal data is any information that might allow you to be identified, such as your name, address, date of birth, credit card details, I.P. address, photo or video image or voice recording. Some information you provide may also be classified as sensitive such as personal data relating to your health and wellbeing.

Types of personal data we collect will include:

- name
- address and other identifying information
- Telephone numbers and email addresses
- Bank account details such as bank account number and sort code
- Tax contributions
- Social Security contributions
- Your image, such as those captured by Closed Circuit TV (CCTV) or if you consent to us using your image in promotional material
- Medical information contained within any sick notes you have provided to us
- Notes from appraisals and performance reviews

### **What do we use your personal data for?**

As with why we collect personal data and what personal data we collect, there are many uses of personal data that we collect.

These include:

- To comply with any legal obligation to which Jersey Hospice Care is subject to such as the passing of personal data to relevant Tax authorities.
- To ensure that we are meeting any contractual obligations Jersey Hospice Care has, such as the collection and processing of bank account details so that we can pay employees.
- To contact next of kin in case of an emergency
- To develop our employees through training and education
- To manage employees performance through formal appraisals

### **How do we protect your personal data?**

We take the matter of data security very seriously. We will treat your personal data with the utmost care and will take all steps to protect it. These include;

- Training and education of staff on aspects of Data Protection.
- Access to systems which contain personal data is limited to only allowing staff that need access.
- A wide range of technical security measures including firewalls to safeguard from cyberattack.

### **How long do we keep your personal data for?**

We will only keep personal data for as long as is necessary for the purpose for which it was collected. This is known as the retention period. The retention schedule containing all retention periods is available on Sharepoint.



At the end of the retention period your personal data will be deleted.

### **Who has access to your personal data?**

Any Jersey Hospice Care staff member or representatives, permanent or temporary, who come into contact with your information, must be aware of and adhere to the requirements of the Data Protection (Jersey) Law 2018. We will not sell or rent your personal data to third parties.

Access to personal data is restricted to only members of staff who need access to that information.

### **Lawful basis for collecting personal data**

In the circumstances where Jersey Hospice Care is required to use personal data we will only do this if;

- We have gained consent from you to use your information for a specific purpose or purposes such as direct marketing of our products and services or fundraising events.
- To comply with a legal obligation to which Jersey Hospice Care is subject to.
- It is necessary to the performance of a contract you have entered into with us.
- It is necessary for the legitimate interests of Jersey Hospice Care to process your personal data but our legitimate interests do not outweigh your rights.

### **Sharing your personal data**

The sharing of personal data is strictly controlled by law. There are circumstances where the sharing of information is valid.

Jersey Hospice Care protects itself financially through the application of certain types of insurance such as income protection insurance. In order to do this some personal data, such as name and salary, is shared with our insurers. This is in order to provide the relevant level of protection and also for the relevant pay out to be made in the event of an insurance claim. Not all insurance policies taken out by Jersey Hospice Care will involve the passing of personal data to a third party.

Personal data can also be shared to a third party if;

- Where we have been instructed to do so by law
- Where we believe the reasons for sharing are so important they override our obligation of confidentiality. Such as to support the investigation and prosecution of offenders or to prevent serious crime.
- Where we are legally required to do so

### **What are your rights in relation to your personal data?**

Under the Data Protection (Jersey) Law 2018 you have certain legal rights in relation to how your personal data is processed.

These are;

- **Right of Access** (We have to tell you if we have your personal data, what it is used for and let you have access if you request it, which is known as a Subject Access Request)
- **Right to Rectify** (We have to correct your personal data if you request us to)
- **Right of Erasure** (If we do not have a lawful basis for holding your information, for instance we are relying on your consent and you withdraw that consent, then we have to delete your personal data)

- **Right to Restriction** (If you want us to stop processing your personal data but do not want it deleting)
- **Right of Portability** (If you request us to give you your personal data in a common, machine readable format)
- **Right to Object** (You can object to your personal data being used for direct marketing, including profiling for direct marketing or being processed for scientific / historical research or statistics)

Under the new Data Protection law you have the Right of Access to the personal data that we have collected and processed about you. This right includes both the right to know if we have collected personal data on you and also the right to see what personal data we have collected.

In most cases, it is likely that we would be able to deal with any requests to see personal data we hold on you in an informal way. For example if you want to see a single, specific document, this would be fulfilled at the time the request is made.

If a request is made to see lots of different documents or, for example, the information also contains the personal data of another individual, this is likely to be more complex and therefore requires a more formal request. This is known as a **Subject Access Request**.

If you wish to make a **Subject Access Request**, this should be done in writing, either by post or email and can be sent to either of the following addresses;

**Governance Team, Jersey Hospice Care, Mont Cochon, St Helier, Jersey JE2 3JB** or email **[GovernanceAndQualityTeam@jerseyhospicecare.com](mailto:GovernanceAndQualityTeam@jerseyhospicecare.com)**

You can also contact us about anything else relating to your personal data.

#### **Your right to lodge a complaint with a supervisory authority**

If you feel that your data has not been handled correctly, or you are unhappy with our response to any requests you have made to us regarding the use of your personal data, you have the right to lodge a complaint with the Office of Information Commissioner.

You can contact them by calling **+44 (0)1534 716530** or go online to:

**<https://oicjersey.org/online-enquiry/#/complain/form>**