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| **Employee Specification – Stock & Sales Assistant** |  |

St Gemma’s Hospice is an equal opportunities employer and endeavours to recruit the best person for each vacancy regardless of gender, race, religion or belief, age, sexual orientation, disability or any other factor irrelevant to the ability to do the job. Employees are required to follow the Personnel policies and procedures supporting recruitment and selection.

| **Attributes** | **Essential** | **Desirable** | **How identified****Interview = I****Application form = A** |
| --- | --- | --- | --- |
| **Experience** |  |  |  |
| Retail/charity retail experience |  | √ | A / I |
| Experience of dealing with a range of people from different backgrounds | √ |  | A / I |
| **Knowledge** |  |  |  |
| Understanding of St Gemma's Hospice and its role within Leeds |  | √ | I |
| **Skills/Abilities** |  |  |  |
| Excellent interpersonal skills | √ |  | I |
| Excellent organisational skills | √ |  | A / I |
| Ability to work within a team | √ |  | A / I |
| Ability to work flexibly | √ |  | A / I |
| **Personal Attributes** |  |  |  |
| Self-motivated | √ |  | A / I |
| Ability to maintain confidentiality | √ |  | A / I |