



Shop Administrator (Maternity cover)

Salary: £21,840.00

PASSIONATE ABOUT HERITAGE RAILWAYS

Swanage Railway is an award-winning railway carrying over 200,000 passengers a year on its heritage services, making it one of the leading tourist attractions in Dorset. It has around 500 volunteers across its departments.

The role

- This job contributes to Swanage Railway Company's successful train services business by providing a welcoming professional and friendly Shop Administrator for its Swanage Station Shop.
- Welcoming and servicing railway visitors, shop customers and assisting with supervising our team of volunteer shop assistants. Offering support, assistance, ordering and where necessary shop sales assisting and thereby promoting our sales, offer generating and protecting income for the Swanage Railway.

The person

- **This job is suitable for someone who** delights in supervising and delivering great customer service and generating business, has a 'cando' attitude whilst working alone or with a supporting team of volunteers. Who demonstrates the ability to interact and build successful relationships with other staff members across the organisation.
- Excellent interpersonal skills
- Knowledge of the voluntary sector and optimising volunteer experience
- Holder of full driving licence as position is multi based

Benefits of working for Swanage Railway

- Salary £ 21,840.00 pro rata per annum, 40 hours per week (including flexible hours and days including evenings, weekends, and bank holiday working)
- 30 days holiday including statutory bank holidays pro rata
- Free or subsidised refreshments when working.
- Free travel on the Swanage Railway

1st Interview Date: W/C Monday 14th March 2022

2nd Interview Date: If required the following week

If any Covid19 restrictions are applicable to the above process, candidates reaching the interview stage will be notified as soon as possible. This may include the use of remote electronic meetings.

How to apply

Please click on this link to the Information pack and application form. Applications will not be considered without an application form, when completed, your **application form and CV** should be emailed to recruitment@swanagerailway.co.uk

Advert closing date noon on Monday 7th March 2022

Interviews will be held on W/C Monday 14th March 2022