



## **We are hiring!**

**Do you have a passion for books and a love of reading?**

**Are you someone who has something to offer your local community?**

**Do you want to be a part of something new and exciting?**

**If the answer to the above is yes, then we could have the perfect role for you.**

The Book Stop is a new community bookshop opening in the town centre and we are looking for our Assistant Manager. The ideal candidate would be someone with a love of books, a passion for their community and the commitment to help us achieve our goals.

As Assistant Manager you will work with the Manager to run the day to day operations of the shop and volunteer team. You will be able to work with a high level of autonomy to help create a positive environment for staff and customers alike. You will be able to provide excellent customer service at all times and encourage this in others through leading by example.

Working alongside the Manager, you will use your excellent interpersonal skills to create lasting links with schools, libraries and other community groups. With your exemplary time management and ability to multitask, you and the team will create and run events which could be anything from children's story times to local art classes or author talks.

Most importantly, you will actively work with the Manager, team and Trustees to create a welcoming and comfortable space for the community to enjoy and celebrate their creativity and love of literature.

**Email your CV and supporting statement (max 6 sides a4 12 point in total) to [jobs@sthelensbookshop](mailto:jobs@sthelensbookshop) before 12 noon on Monday 5th July. Zoom interviews will take place w/c 12th July, with final interviews held in St Helens w/c 19th July.**

