

Teifi Christian Books
Advertisement for bookshop manager

Bookshop Manager - Volunteer/Support-Raising Position

Cardigan, Wales
Flexible hours starting at 16 hours p/w
Hybrid : shop and home based



Teifi Christian Books are looking for a manager to support the operation of our Christian Bookshop.

What we do:

Teifi Christian Books is in the centre of the bustling market town of Cardigan on the West Wales coast. A rural town with many farming and coastal communities in the surrounding area, Cardigan has schools, leisure facilities, businesses, a busy high street and seven churches/chapels. There is a large influx of visitors over the summer months.

Teifi Christian Books was opened by a local Christian couple in the 1990s. They established the shop with the help of volunteers from the local churches of Cardigan. When they moved away from the area in the early 2000s their vision was carried forward by another couple with the support of Mount Zion Baptist Church. Today it forms part of the ministry of Mount Zion (www.cardigan.church) and continues to be managed and staffed by a team of volunteers.

The shop serves the local community and visitors to the area through the supply of Christian books, cards and gifts. However, the shop is about much more than this. Over the years it has developed a significant pastoral and evangelistic ministry, with the volunteers who serve in it seeking to share the love of Christ with everyone who comes through the door.

To keep this ministry growing and moving forward, the church and the volunteer team at the bookshop believe that now is the right time to find an individual to develop and direct the ministry of the shop as bookshop manager.

The role involves:

1. Working with the church leaders and the bookshop volunteer team to formulate and enact a plan for the development of the bookshop.
2. Overseeing the work of the volunteers, including recruitment, training and scheduling.
3. Assisting customers with Christian books and products.
4. Managing, purchasing and recording stock.
5. Overseeing maintenance of the shop with the help of the church leaders.
6. Promoting the shop to local churches and in the town and region.
7. Helping to direct the financial operations of the bookshop with the assistance of qualified volunteers.

What we are looking for:

1. A heart for service and a commitment to the Christian faith
2. Good communication and listening skills
3. Basic digital literacy
4. Willingness to learn and grow in a supportive team

This is a volunteer position and no pension rights accrue. While we are not in a position to offer a waged position at this time, we would encourage our bookshop manager, should they wish to do so, to raise support to fund their role.

To discuss this position or to apply please send a letter of interest to andrew@cardigan.church.

