

PERSON SPECIFICATION



Job title: Store Manager

Department: Retail

Responsible to: Retail Business Manager

Grade: SG2

Job Purpose

This is a hands-on management role to ensure the smooth running of the store, through adequate staff levels using both permanent staff and volunteers, whilst maintaining the stock and premises to the required standard.

Requirements	Essential	Desirable	Evidence
Education/ Qualifications	<ul style="list-style-type: none"> Education to GCSE or equivalent standard. 	<ul style="list-style-type: none"> A levels or Level 3 qualifications 	CV / Application Form Certificates
Previous Experience	<ul style="list-style-type: none"> Retail management experience Ability to engage and motivate staff and volunteers Cash management 	<ul style="list-style-type: none"> Charity retailing experience Working with volunteers Holding a supervisory position Gift aid experience 	CV / Application Form Interview References
Skills, Knowledge, Abilities	<ul style="list-style-type: none"> Work without supervision To communicate with people from a wide range of backgrounds. Prioritisation of workloads Organised and methodical Understanding of display and merchandising 	<ul style="list-style-type: none"> Understanding of retail industry Knowledge of current retail market 	CV / Application Form Interview References
Attitude, Aptitudes & Personal Characteristics	<ul style="list-style-type: none"> Team working Physical fitness Highly flexible to working arrangement Able to use initiative 	<ul style="list-style-type: none"> Assertive Creative Drive and enthusiasm Cheerful and outgoing 	Interview References

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Other requirements (e.g., on-call/driving licence/shifts)	<ul style="list-style-type: none"> • Driving Licence • Access to vehicle to respond to call out • Availability to work alternate weekends 		
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Reviewed by:	Colin Tanner Retail Business Manager	Date:	09-2024
Signed by employee:		Date:	