

PERSON SPECIFICATION
Relief Shop Manager

Category	Essential Job Requirements	Desirable Job Requirements	Method of Testing
Job Related Knowledge and Skills	<p>Able to demonstrate</p> <ul style="list-style-type: none"> • Retail or business management skills • People management skills • leadership skills • good organisational skills • positive commitment to providing a quality service • an understanding and belief in the aims and objectives of the hospice 	<p>Able to demonstrate</p> <ul style="list-style-type: none"> • Experience of charity retail 	Interview and application form
Experience	<p>Able to demonstrate</p> <ul style="list-style-type: none"> • retail experience • management experience, preferable in a retail environment • Visual merchandising experience • Sales experience 	<p>Able to demonstrate</p> <ul style="list-style-type: none"> • experience of working with volunteers • previous work with a charity • Experience of management profit and loss • Understanding of charity retail Gift Aid • Knowledge of working with 2nd hand and donated items, with an eye for items with added value. 	Application form and interview
Education/Qualifications	<ul style="list-style-type: none"> • Good standard of general education 		Application form
Personal Qualities	<ul style="list-style-type: none"> • Flexibility, perceptiveness and innovation • Possess a sense of humour • Good interpersonal skills • Able to work under pressure and remain calm in a crisis 	<ul style="list-style-type: none"> • Passion for sustainable and pre loved goods. • 	Interview

	<ul style="list-style-type: none">• Able to work as a part of and lead a team		
Other Requirements	<ul style="list-style-type: none">• Hold a UK Driving Licence with own vehicle for work purposes.		Interview

Shortlisting for all positions will be undertaken on the basis of applicants meeting the requirements listed above. Please note that in order to be offered an interview, the applicant must meet **all** the essential requirements for the post.