



OGWELL SHOP MANAGER RECRUITMENT



XX hours per week (this may increase – profits depending)

Annual Leave: XX days plus BH (pro rata)

Salary: XXX

Pension: Workplace pension scheme (NEST)

About the organisation

The Ogwell Community Hub Limited is a not for profit Community Benefit Society set up to provide a local shop and associated services.

Ogwell is a small village located just outside of Newton Abbot, with 2600 residents.

Please read the information below thoroughly before starting your application.

Your application

Please write a statement in support of your application so that we can properly assess your skills are appropriate for the role. Give examples of how you meet the criteria and our values as listed in the person specification, detailing your experience, skills, achievements and/or abilities relevant to the role.

Closing date:

Interview date:

We are committed to providing equality of opportunity and valuing diversity for all current and prospective staff, volunteers and Trustees. We aim to ensure that this commitment, reinforced by our values, is embedded in our day-to-day working practices and our work together. We would particularly welcome applications from black and minority ethnic and disabled candidates.

Working with OCHL

Please note that all offers of employment require references and proof of eligibility to live and work in the UK.

Data Protection

The information you provide in your application will be used by OCHL to assess your suitability for the role you have applied for.

We will also ask you for sensitive information (such as information relating to ethnicity or sexual orientation), but only to allow OCHL to monitor diversity and equality of opportunities. The provision of this information is entirely voluntary and will not be used in determining whether you are shortlisted for the role you have applied for.

Job Description

The post-holder will be required to provide XX hours per week to manage all community shop activities, aiming to achieve set targets and maximise financial contribution to OCHL.

Main Responsibilities

- Proactively maintain a well merchandised shop that pushes the boundaries and goes above and beyond your customers' individual expectations.
- Manage a team of volunteers and ensure volunteers are appropriately utilised within the shop.
- Providing excellent customer service and motivating a team of volunteers to do the same.

OCH Ltd - SHOP MANAGER JD

Essential Duties

- Achieving sales and profit targets
- Manage all aspects of stock collection and preparation, ensuring that stock processing levels are sufficient to achieve adequate shop floor density at all times, encouraging shop donations.
- Responsible for cash handling, including credit/debit card procedures, banking and associated administration.
- Maintain a good standard of housekeeping, creating an environment that is clean, pleasant and safe for staff, volunteers and customers.
- Present a positive and professional image to customers, staff and volunteers at all times.
- Produce monthly shop rotas ensuring adequate cover.
- Manage the recycling collection of unsaleable stock.
- Attend relevant training, events and meetings as required.
- Be responsible for the security of premises at all times.
- Comply with current legislation and Health & Safety guidelines.
- Work within the ACHL's policies and procedures at all times.

Person Specification

Education

- A good standard of literacy, numeracy and basic IT skills (Essential)

Experience

- Experience of charity / community retail management (Desirable)
- Experience of a professional approach to work (Essential)
- Experience of working with volunteers or as a volunteer (Desirable)

Knowledge

- Knowledge of the voluntary sector and current legislation (Desirable)
- Understanding of Equal opportunities and Diversity (Essential)

Skills and abilities

- Excellent communications with volunteers and customers (Essential)
- Highly organised with creative flair and problem solving abilities (Essential)
- An ability to work on your own initiative (Essential)
- Manage conflict and resolve issues.
- Good organisational and time management skills and the ability to plan and manage workloads to meet targets and deadlines. (Essential)
- Ability to work under pressure and maintain a positive attitude to work (Essential)
- Set own targets(Essential)

Other requirements

- Attend regular team / volunteer meetings
- Willingness to undertake any other duties as reasonably required.

The person employed in this position needs to have and demonstrate a keen interest in their work throughout their employment and a willingness to develop their knowledge and skills related to their work, we will happily support such an individual and provide them with any agreed relevant training

Successful applicants are required to provide an enhanced disclosure (DBS Check), disclosure expense will be met by OCHL.