

PERSON SPECIFICATION

Shop Manager

Requirement	Essential/Desirable	Measurements
<u>Qualifications & Training</u>		
Good standard of education in numeracy and literacy	Essential	Application
<u>Knowledge & Experience</u>		
Proven retail management experience	Essential	Application
Experience in a customer focused environment	Essential	Application
Experience in charity retail and managing volunteers	Desirable	Application
<u>Specific Skills</u>		
Good written and verbal skills	Essential	Application/ interview
Good interpersonal and social skills	Essential	Application/ interview
Experience of merchandising, layout and display	Essential	Application/ interview
Good leadership, delegation, administrative and organizational skills	Essential	Application/ interview
Experience of the clothing sector	Desirable	Application/ interview
Experience in a visual merchandising environment.	Desirable	Application/ interview
Experience or understanding of EPOS	Desirable	Application/ interview
Experience of Microsoft Outlook/Word	Desirable	Application/ interview
<u>Personal Qualities</u>		
Confidence and maturity Self motivating Resilience, ability to work under pressure and keep to deadlines Practical and hands on management style Flexible Team player Own transport & Current driving licence	All essential	Interview