



*Being there for you  
and your family*

### SELECTION CRITERIA

**POST:**

**Charity Deputy Shop Manager**

**DEPARTMENT:**

**LOROS Enterprises**

	Essential Criteria	Desirable Criteria	How & When
<b>Education / Qualification</b>	<ul style="list-style-type: none"> <li>• Good standard of education which should include GCSE grades A to C, (Grades 4 to 9) in English and Maths or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>• City and Guilds Award Certificate/Diploma in Retail Skills</li> <li>• BTEC Level 3 in Retail Management</li> <li>• Visual Merchandising</li> </ul>	Application  Certificates  Courses Attended
<b>Skills / Abilities</b>	<ul style="list-style-type: none"> <li>• Excellent communication and interpersonal skills</li> <li>• Ability to work to shop budgets</li> <li>• Commercial decision making through analysis of EPOS reports</li> <li>• Design commercial floor layout's and pricing</li> <li>• Visual Merchandising to current trends and market profile</li> <li>• Stock management through pricing, ordering and maximising donations value.</li> <li>• Able to prioritise work and meet deadlines</li> <li>• Support with Recruitment, training and coaching</li> <li>• Managing teams through capability</li> <li>• Rostering and staff planning</li> <li>• 2 way communicator to peers</li> </ul>	<ul style="list-style-type: none"> <li>• Manual Handling training</li> <li>• Recruitment and delegation of Volunteer team</li> <li>• Social Media account management</li> <li>• Marketing Calendar planning</li> </ul>	Application  Interview  References



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<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of cash handling/balancing.</li> <li>• Proven experience of working as Supervisor, Deputy or Manager for within a fast paced site in a customer facing role.</li> <li>• Proven experience of supervising / leading a team of 10 or more.</li> </ul>	<ul style="list-style-type: none"> <li>• Management team player within large retailer or charity retail sector.</li> <li>• Worked as management team within store 4000 sq ft or more.</li> <li>• Visual merchandise through CAD drawings.</li> <li>• Space management to make commercial decisions.</li> <li>• Collaborative working with other department such as Fundraising, Marketing or external opportunities.</li> </ul>	Application  Interview  References
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of Health and Safety Regulations relevant to this position</li> <li>• Charity trends and market profiling</li> <li>• External Marketing opportunities</li> <li>• Security Management</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of LOROS</li> <li>• Sustainability Reporting</li> <li>• Influencing directors through regular reporting.</li> <li>• New Shop Launch critical planning</li> <li>• EPOS report analysis</li> <li>• Space Management</li> </ul>	Application  Interview  References
<b>Motivation and personal attributes</b>	<ul style="list-style-type: none"> <li>• Able to contribute towards LOROS' values and behaviours</li> <li>• Flexible approach to working hours (will include Saturday working)</li> <li>• Target driven</li> <li>• Able to work on own initiative as well as part of a team</li> <li>• Self motivated</li> <li>• Passion for fast paced sustainable retail</li> <li>• Forward thinker</li> </ul>	<ul style="list-style-type: none"> <li>• Charity shopper</li> <li>• Fundraises for charities</li> </ul>	Application  Interview  References



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	<ul style="list-style-type: none"><li>Leads by example</li></ul>		
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