



Being there for *you*
and *your family*

SELECTION CRITERIA

POST: Area Manager
DEPARTMENT: LOROS Enterprises

	Essential Criteria	Desirable Criteria	How & When
Education / Qualification	<ul style="list-style-type: none"> • Good standard of education which should include GCSE Grades A to C in English and Maths or equivalent. • A-Level or equivalent 	<ul style="list-style-type: none"> • City and Guilds Award Certificate/Diploma in Retail Skills/ Customer Service • CIPD qualification • HNC / HND or above 	<p>Application</p> <p>Certificates</p>
Skills / Abilities	<ul style="list-style-type: none"> • Excellent communication and interpersonal skills. • Ability to set and work to budgets. • Ability to build and maintain an effective team. • Able to prioritise work and meet deadlines. • Report writing. • IT competency. • Use of Excel, Word and PowerPoint. • Visual Merchandise and commercial space awareness. 	<ul style="list-style-type: none"> • Able to produce training plans. • Able to write strategies/ strategic planning. • Budget reforecasting • Build business plans • Identify new property possibilities • Manage shop opening, including contractors. • Planning and chairing meetings to delegates as well as peers. 	<p>Assessment Centre</p> <p>Application</p> <p>References</p>
Experience	<ul style="list-style-type: none"> • Proven experience of achievement in a retail environment with turnovers over £1m per annum. • Proven experience of managing or leading a team of 15 plus. • Multi-site management. 	<ul style="list-style-type: none"> • Charity Retail experience • Managing Volunteers • Working across multiple departments/ areas. • Presenting to large groups. 	<p>Assessment Centre</p> <p>Application</p>

	<ul style="list-style-type: none"> • Recruitment experience. • People management and performance management. 		
Knowledge	<ul style="list-style-type: none"> • Current Retail trends and economic position for similar charities. • Maximising Space to maximise income (commercial EPOS report Reading) • Retail Standards • HR processes and policies to manage teams effective • H & S accountability within Retail 	<ul style="list-style-type: none"> • Knowledge of LOROS. • Knowledge of Leicester, Leicestershire and Rutland towns/ areas. • Trading standards • HMRC regulations in relation to Retail Gift Aid. 	<p>Assessment Centre</p> <p>Application</p>