SELECTION CRITERIA

**POST: Charity Deputy Stock Replenishment Shop Manager**

**DEPARTMENT: LOROS Enterprises**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential Criteria** | **Desirable Criteria** | **How & When** |
| **Education / Qualification** | * Good standard of education which should include GCSE grades A to C, (Grades 4 to 9) in English and Maths or equivalent. | * City and Guilds Award Certificate/Diploma in Retail Skills * BTEC Level 3 in Retail Management * Visual Merchandising | Application  Certificates  Courses Attended |
| **Skills / Abilities** | * Excellent communication and interpersonal skills * Ability to work to shop budgets * Commercial decision making through analysis of EPOS reports * Infliuence commercial floor layout’s and pricing * Visual Merchandising to current trends and market profile * Stock management through pricing, ordering and maximising donations value. * Able to prioritise work and meet deadlines * Support with Recruitment, training and coaching * Managing teams through capability * Rostering and staff planning * 2 way communicator to peers | * Manual Handling training * Recruitment and delegation of Volunteer team * Social Media account management * Marketing Calendar planning | Application  Interview  References |
| **Experience** | * Experience of cash handling/balancing. * Proven experience of working as Supervisor, Deputy or Manager for within a fast paced site in a customer facing role. * Proven experience of supervising / leading a team of 5 or more. | * Management team player within large retailer or charity retail sector. * Worked as management team within store 4000 sq ft or more. * Visual merchandise through CAD drawings. * Space management to make commercial decisions. * Collaborative working with other department such as Fundraising, Marketing or external opportunities. | Application  Interview  References |
| **Knowledge** | * Knowledge of Health and Safety Regulations relevant to this position * Charity trends and market profiling * External Marketing opportunities * Security Management * Stock rotation | * Knowledge of LOROS * Sustainability Reporting * Influencing directors through regular reporting. * New Shop Launch critical planning * EPOS report analysis * Space Management * RGA | Application  Interview  References |
| **Motivation and personal attributes** | * Able to contribute towards LOROS’ values and behaviours * Flexible approach to working hours (will include Saturday working) * Target driven * Able to work on own initiative as well as part of a team * Self motivated * Passion for fast paced sustainable retail * Forward thinker * Leads by example | * Charity shopper * Fundraises for charities | Application  Interview  References |