

## PERSON SPECIFICATION

### POST: RETAIL MANAGER

Please ensure that you show **how** you meet the following requirements when completing your application form.

|     | ESSENTIAL REQUIREMENTS   | METHOD OF ASSESSMENT |
|-----|--|----------------------|
|     | <b>SKILLS/KNOWLEDGE/QUALIFICATIONS (if any)</b>  |                      |
| 1.  | Previous interest in the retail sector or working within a customer care environment           | App Form/Interview   |
| 2.  | Excellent numeracy and literacy skills and ability to record and maintain accurate information | App Form/Interview   |
| 3.  | Experience of managing and supervising staff and volunteers                                    | App Form/Interview   |
| 4.  | Understanding of the work of volunteers in the charity sector                                  | App Form/Interview   |
| 5.  | Excellent organisational skills including, recording financial transactions                    | App Form/Interview   |
| 6.  | Good communication skills with people either face to face or via the telephone                 | Interview            |
| 7.  | Ability to work on own initiative as well as in a team environment                             | App Form/Interview   |
| 8.  | Flexibility to cover during periods of absence and holidays                                    | Interview            |
| 9.  | Ability to support staff in a supervisory capacity   | Interview            |
| 10. | Previous interest in merchandising and window dressing in a retail setting                     | App Form/Interview   |
| 11. | Awareness of Health & Safety legislation   | Interview            |
| 12. | Awareness of Equal Opportunity legislation and how this translates to the role                 | Interview            |
| 13. | Awareness of data protection legislation and the confidentiality requirements of the role      | Interview            |