

PERSON SPECIFICATION

JOB TITLE: Shop Supervisor

LOCATION: 3 Market Street, Darwen

You should address **each point** on the person specification explaining what qualities, skills or experience you have in order to demonstrate **how** you meet the requirements listed. **This is important as criteria from this will be used at the shortlisting stage.**

No.	Criteria	Essential (E) or Desirable (D)	Assessment method Application Form (AF) Interview (I) Presentation (P) Test (T)
SKILLS			
1.	Experience of working to agreed sales and performance targets	E	AF/I
2.	Ability to supervise a diverse team of volunteers	E	AF/I
3.	Self- motivation, the ability to work on own initiative and without close supervision	E	AF/I
4.	Ability to work under pressure, respond to changing needs and be flexible	E	AF/I
5.	Ability to use different IT packages and online platforms	E	AF/I
6.	Good organisational skills and an ability to organise own workload	E	AF/I
7.	Good level of fitness	E	AF/I
EXPERIENCE			
8.	At least two years retail experience	E	AF/I

No.	Criteria	Essential (E) or Desirable (D)	Assessment method
			Application Form (AF) Interview (I) Presentation (P) Test (T)
9.	Charity shop retail experience	D	AF/I
10.	Window dressing and merchandising experience	D	AF/I
11.	eBay or other online selling experience	D	AF/I
12.	Experience of working with a team of volunteers	D	AF/I
13.	Ability to be trained as a Pat tester	E	AF/I
KNOWLEDGE			
14.	Good numeracy and cash handling skills	E	AF/I/T
15.	Ability to recognise stock value and potential	E	AF/I/T
17.	Knowledge of Health and Safety and Fire regulations	D	AF/I

March 2025

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