

**JOB DESCRIPTION & PERSON SPECIFICATION**

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| **Job Title:** | Deputy Shop Manager |
| **Reporting to (Job Title):** | Shop Manager |
| **Grade and Salary**  | £18500 FTE  |
| **Brief overview of the** **Position:****Working with:** | Working alongside and supporting the Shop Manager to lead and inspire a team of staff and volunteers to maximise the income and contribution from retail.To undertake tasks and ideas to drive the shop income and other commercial activities as agreed through the Retail Strategy.To be a positive role model for AUKL and all its services. To maintain professional standards whilst delivering the highest retail and operational standards. To work alongside the Shop Manager and deputise for them in their absence. Operations Director, Head of Retail, Area Retail Support Manager, Shops Managers, Volunteers. |
| **Main duties and** **Responsibilities:** | To be an active member of the Retail Team, supporting all initiatives with passion and enthusiasm. To develop a ‘can do’ attitude and reflect this within your teamTo continuously look for ways to improve their own personal performance as well as their team and shop performance.To maintain effective communication channels with all stakeholders including being an active participant on WorkplaceTo ensure shop premises are inviting and welcoming and that goods are displayed in an attractive and presentable manner, developing an inclusive customer focussed environmentTo ensure the shop operation is efficient and safe for all and all policies and procedures are adhered toTo promote Age UK Lancashire shops and services in the local marketplace, maintaining good relationships with all stakeholdersTo recruit, train, support and motivate the work of Deputy Managers and sufficient volunteers in the shops, encouraging an active interest in their shop and the work of Age UK Lancashire. To maintain a positive and happy team working environments for staff and volunteers, with a particular regard to customer service/public relations.**Other Responsibilities**To take reasonable care for your own Health & Safety and that of any other person who may be affected by your acts or omissions.To undertake any other duties required to achieve performance targets and realise the full potential of the shop.To travel within the region, where required in the performance of the job, to provide cover at other shops or for training activities.To attend meetings and training courses as required |

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| **Accountable for:** | Achievement of all income targets including Sales TargetsGift Aid targets Volunteer Recruitment Targets |
| **Summary of key** **attributes & Qualifications** **for role:** | Charity Retail Management experience with preferred experience in the furniture & electrical sector and a proven ability to drive sales Experience of sourcing of donations, managing and promoting the collection and delivery serviceExperience in leading and motivating a team including volunteers.Good organisational skills, with the ability to prioritise and respond to conflicting demands on work time.Excellent customer service, and communication, interpersonal skills.Entrepreneurial skills and visual flairA full driving Licence, appropriate Insurance cover and a suitable car is desirable but not essential. |
| **Main KPI’s /** **performance measured****against:** | Income and Gift Aid targets achievedShop visit reportsVisual presentation of the shopProcessing efficiency and stockroom organisationCustomer/Volunteer feedbackPresence in local community |
| **Safeguarding** | Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and wellbeing of children and vulnerable adults. Familiarisation with, and adherence to, the appropriate organisational Safeguarding Policies and any associated guidance is an essential requirement of all employees as is participation in related mandatory/statutory training. All employees must ensure that they understand and act in accordance with this clause. If you do not understand exactly how this clause relates to you personally then you must ensure that you seek clarification from your immediate manager as a matter of urgency. Equally, all managers have a responsibility to ensure that their team members understand their individual responsibilities with regard to Safeguarding Children and Vulnerable Adults. |
| **Generic Clauses:** | 1. To comply in all aspects with Age UK Lancashire’s policies and procedures
2. To contribute to and participate in fundraising activities for Age UK Lancashire.
3. To participate and contribute to Age UK Lancashire’s activities, attending meetings, training courses etc as required.
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| **Age UK Lancashire - Person Specification**  | **Essential** | **Desirable**  | **Assessed by**  |
| **Deputy Shop Manager** | Application Form  | Assessment Centre  | Presentation | Interview |
| **Experience** |
| Experience of recruiting and developing staff. |  |  |  |  |  |  |
| Successful proven record of achievement in a retail environment at management level , ideally within Charity retail sector |  |  |  |  |  |  |
| Use of Microsoft based IT programmes including, Word, Excel, and Outlook or similar |  |  |  |  |  |  |
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| **Knowledge** |
| Knowledge of health and safety, in relation to a shop environment. |  |  |  |  |  |  |
| Awareness of issues relating to recruiting and retention of volunteers. |  |  |  |  |  |  |
| Understanding of equal opportunities and how it affects this position and organisation. |  |  |  |  |  |  |
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| **Skills** |
| Competence in reading and interpreting financial statistics, reports |  |  |  |  |  |  |
| Ability to build and maintain an effective team, recognise potential and manage performance. |  |  |  |  |  |  |
| Ability to plan and prioritise the work of yourself and others and to work on your own initiative |  |  |  |  |  |  |
| Ability to work well in a team |  |  |  |  |  |  |
| Ability to effectively communicate at all levels, including volunteers and members of the public. |  |  |  |  |  |  |
| Able to take responsibility and ownership of own workload. |  |  |  |  |  |  |
| **Other Requirements** |
| Full driving licence and use of a car. |  | 🗸 |  |  |  |  |
| At least four GCSEs (Grades A to C) or equivalent must include Maths and English |  |  |  |  |  |  |
| A flexible approach to working hours and travel demands  |  |  |  |  |  |  |