PERSON SPECIFICATION

POST: CASUAL COVER RETAIL MANAGER

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

	ESSENTIAL REQUIREMENTS	METHOD OF ASSESSMENT
	SKILLS/KNOWLEDGE/QUALIFICATIONS (if any) **Must be a car owner & driver**	
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