



**Job Title:** Shop Assistant Manager Wey Hill  
**Location:** 9-11 Junction Place, Wey Hill  
**Band:** 5 (£12.08 per hour)  
**Working Hours:** Part time (21 hours) with alternate weekends  
**Reporting to:** Shop Manager, Wey Hill  
**Closing Date:**

### JOB SPECIFICATION

<b>Job Title:</b>	Assistant Shop Manager Wey Hill
<b>Department:</b>	Retail
<b>Reports to:</b>	Shop Manager
<b>Responsible for:</b>	Assisting with Shop volunteer management
<b>Location:</b>	9-11 Junction Place, Wey Hill, Haslemere
<b>Job Purpose:</b>	To support the Shop Manager in generating income by managing the shop effectively and commercially, maintaining the high standards set by AUKS. The Assistant Shop Manager is part of the Retail team and is expected to contribute to the department's goal of raising revenue to support the work of the charity.
<b>Salary Range:</b>	£12.08 per hour
<b>Benefits:</b>	
<b>Type of role:</b>	Permanent
<b>Full/Part-time/Job Share or Shift:</b>	Part Time (21 hours per week), alternate weekends
<b>Job Band:</b>	Band 4
<b>Principle Duties and Responsibilities:</b>	<i>See Assistant Shop Manager Job Description</i>

## JOB REQUIREMENTS

<b>Education and Training</b>	<b>Essential</b> <ul style="list-style-type: none"> <li>• Basic IT, numeracy and literacy</li> </ul>
<b>Work Experience</b>	<b>Essential</b> <ul style="list-style-type: none"> <li>• Working in a fast-paced environment</li> <li>• Good commercial understanding</li> <li>• Good awareness of fashion brands and their associated value</li> <li>• Responsibility for delivering KPI's</li> <li>• Merchandising and display experience</li> <li>• Knowledge of the local community</li> </ul> <b>Desirable</b> <ul style="list-style-type: none"> <li>• Coaching and development of staff/volunteers</li> <li>•</li> </ul>
<b>Behavioural Skills</b>	<b>Essential</b> <ul style="list-style-type: none"> <li>• Ability to work and think flexibly and independently using initiative</li> <li>• Good organisational skills including ability to plan and work to targets</li> <li>• Positive attitude</li> <li>• Ability to communicate on all levels including the delivery of excellent customer care</li> </ul>
<b>Disposition</b>	<ul style="list-style-type: none"> <li>• Commitment to ethos of the voluntary sector</li> <li>• Commitment to equal opportunities</li> <li>• Adaptable and flexible</li> <li>• The job holder must be resilient, compassionate and empathetic to the needs of the senior generation.</li> </ul>
<b>Travel:</b>	<p>This role will be based in the shop in Wey Hill with potential to travel to other shops or Head Office for training and support.</p>



## SHOP ASSISTANT MANAGER JOB DESCRIPTION

### 1. Key Challenges

- Acquiring sufficient high-quality items of stock through effective stock generation campaigns
- Time management and delivery of tasks required
- Assisting with recruitment, retention, support and development of volunteers
- Dealing with sudden and ad hoc increases in workload, e.g. a house clearance of 100 bags arrives

### 2. Key Tasks

#### Income generation

- Acquiring sufficient stock to generate sales and meet weekly targets
- Making commercial decisions regarding shop layout and window displays
- Co-ordinating uplift of stock donations
- Processing clothes, bric-a-brac, etc
- Promoting fundraising and AUKS activities at a local level

#### Managing volunteers

- Recruiting, supervising, training and supporting any volunteers and trainees, some of whom may be vulnerable adults or young people
- Organising the staffing of the shop
- Compliance with legislation and regulations
- Compliance with Health & Safety regulations and any other relevant legislation/regulations
- Administration
- Organising handling and daily banking of cash
- Completing required paperwork

#### Skills and Experience

- Basic IT, numeracy and literacy
- Working in a fast paced environment
- Working in a team
- Good commercial understanding
- Good awareness of fashion brands
- Ability to work and think flexibly and independently using initiative
- Good organisational skills including ability to plan and work to targets
- Positive attitude
- Responsibility for delivering KPI's
- Ability to communicate on all levels including the delivery of excellent customer care



*The above job description is not exhaustive and is clarified to include broad duties inherent in the post. Evaluation and development of this post may, in time, indicate a need to revise duties herein.*