



Applicant \_\_\_\_\_ Total Score \_\_\_\_\_ Date \_\_\_\_\_

Job Title: Charity Shop Manager Location: Charity Shop, Highfield Road, Blackpool

**[Scoring: Meets criteria 1 – Fails to meet criteria 0]**

| <b>Qualities</b>                                                                | <b>Essential</b><br>Those qualities which are essential to perform the job                                                                                                                                                                                                                                                                                                                                                                                | <b>SCORE</b> | <b>Desirable</b><br>Those qualities which allow the job to be performed to the optimum level                                                                                                                                                                                                                                      | <b>SCORE</b> |
|---------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| <b>Work Experience</b><br>Previous experience required to do the job            | Management experience in a retail environment.                                                                                                                                                                                                                                                                                                                                                                                                            |              | Previous experience as a Charity Shop Manager.                                                                                                                                                                                                                                                                                    |              |
| <b>Education/Qualifications</b><br>e.g. academic or professional qualifications | Good standard of education. e.g. GCSEs in English and Maths or equivalent.                                                                                                                                                                                                                                                                                                                                                                                |              |                                                                                                                                                                                                                                                                                                                                   |              |
| <b>Skills/Abilities/Knowledge</b>                                               | <p>Experience in staff management.</p> <p>Experience of recruiting, training and managing volunteers.</p> <p>Experience in preparing and displaying goods for sale in a retail environment</p> <p>Ability to promote and develop the donation of goods for sale within the shop.</p> <p>Experience in ensuring Health and Safety and security in the workplace.</p> <p>Ability to maintain effective and secure administrative and financial systems.</p> |              | <p>A flair for presenting goods for sale e.g. window displays.</p> <p>Ability to design and produce promotional material e.g. posters.</p> <p>IT skills e.g. email, internet, word processing etc.</p> <p>Experience in charity fundraising.</p> <p>Skills in organising the controlled delivery and collection of donations.</p> |              |
| <b>Personal details</b><br>e.g. leadership, flexibility, team working           | <p>Excellent communication and interpersonal skills.</p> <p>Ability to work both independently and in a team.</p>                                                                                                                                                                                                                                                                                                                                         |              | <p>Experience of team leadership and support.</p> <p>Skills in prioritising competing tasks.</p>                                                                                                                                                                                                                                  |              |

# Employee Specification

## Charity Shop Manager



# N-Vision

Blackpool, Fylde & Wyre Society for the Blind

|                                                                                                   |                                                                                                                                                                                                  |  |                                                                                         |  |
|---------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-----------------------------------------------------------------------------------------|--|
|                                                                                                   | Ability to work under pressure in a busy working environment.                                                                                                                                    |  |                                                                                         |  |
| <b>Other circumstances</b><br>Special conditions that apply to this job, e.g. need to travel etc. | Ability to travel to the Cleveleys Charity Shop and N-Vision site.<br><br>Must be able to provide cover for both shops when required.<br><br>Must be available to work weekends/public holidays. |  | Enthusiasm for N-Vision's work and commitment to the organisation's Purpose and Values. |  |
| Total                                                                                             |                                                                                                                                                                                                  |  | Total                                                                                   |  |

**For office use only**

**Completed by:**

**Date:**