

Home-Start Clackmannanshire is committed to safer recruitment practice as an important part of safeguarding and protecting children and vulnerable adults

## Person Specification: Shop Manager (Retail) (part-time)

Essential and desirable skills, abilities, experience, knowledge, and special requirements for the post of Shop Manager.

This form also indicates how the different requirements may be assessed during the selection process: A = Application Form, I = Interview, E = Exercise

Person Specification – Shop Manager			
ESSENTIAL	Method of Assessment		
	A	I	E
<b>Education and qualifications</b>			
Good standard of education (GCSE, NVQ level 3 or equivalent)	✓		
<b>Employment History</b>			
Relevant previous or current employment as a Shop Manager (or equivalent) and/or Training and Development role	✓	✓	
<b>Managing and Developing the Shop (Social Enterprise)</b>			
Knowledge of the voluntary sector and Home-Start.	✓	✓	
Ability to manage a Shop	✓	✓	
Ability to prioritise and undertake planning	✓	✓	
Awareness of Shop financial processes	✓	✓	
Ability to prepare reports and statistical information	✓		✓
Developing social enterprise activities to generate income	✓	✓	✓
<b>Managing Others</b>			
Ability to work as part of a team	✓	✓	
Supervisory skills	✓	✓	
Knowledge of recruitment and selection procedures for staff and/or volunteers	✓	✓	
Ability to develop and deliver training	✓	✓	
<b>Working in partnership and in the wider context</b>			
Promotional skills (including social media)	✓	✓	✓
Presentation skills	✓	✓	✓
<b>Self management/personal attributes</b>			
Interpersonal skills		✓	✓
A positive and creative approach to tackling tasks			✓
Commitment to good safeguarding practice	✓	✓	✓
Knowledge of and commitment to equal opportunities and anti-discriminatory practice	✓	✓	
Understanding of the need for professional confidentiality	✓	✓	
Good written and verbal communication skills	✓	✓	

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Negotiating skills	✓	✓	✓
<b>Special requirements</b>			
Able to work flexibly, some evening or week-end work occasionally		✓	
Willingness to access training opportunities		✓	
Car driver	✓		
Eligibility to work in the UK	✓		
<b>DESIRABLE</b>			
Relevant training	✓		
Experience of work in the voluntary sector or as a volunteer	✓	✓	