**SAINT FRANCIS HOSPICE**

## JOB DESCRIPTION

|  |  |
| --- | --- |
| **JOBTITLE** | Assistant Retail Store Manager |
| SALARY | 3 |
| HOURS OF DUTY | Up to 37.5 per week, over 5 of 7 days dependent on location |
| **REPORTS TO** | Retail Store Manager |
| **KEY RELATIONSHIPS** | Director of Retail and Health & Safety, Head of Retail, Retail Area Managers, Retail Store and Head Office teams, Retail HR Business Partner, Volunteers, HODs within the Hospice, Hospice Staff, external agencies, members of the public |
| **RESPONSIBLE FOR** | Volunteers in store (up to approx. 25 plus volunteers)  The role and responsibilities for staffing will grow in line with growth and organisational priorities. |

|  |
| --- |
| JOB SUMMARY |
| As an Assistant Retail Store Manager for Saint Francis Hospice, you will work closely with the Retail Shop Manager, and play a key role in leading the team in maximising sales and ensuring the highest level of customer service is consistently delivered. You’ll have great commercial skills, an understanding of why customer service is key and want to be part of a successful team. Ideally, you’ll have previous retail management experience, be able to demonstrate strong leadership and can work with and motivate any team.  Reporting to the Retail Store Manager, you will support them to ensure that the store runs efficiently and performs against its sales and contribution budgets and therefore delivers a positive financial contribution to the Hospice.  The post-holder will act as an ambassador for Saint Francis Hospice, ensuring that both they and the retail business supports and endorses the aims and objectives of the Hospice, and thereby ensuring that both customers and suppliers, as well as the wider community, can readily perceive the direct connection between successful trading with the Retail business and giving their support for the good work of their local Hospice. |

|  |
| --- |
| MAIN DUTIES AND RESPONSIBILITIES |
| Key Objectives   1. Support the Retail Store Manager in achieving weekly/ annual sales and profit targets for shop. 2. Maximise the Gift Aid potential within your store with team training and implementation of process in your store. 3. Manage the day to day running of the store staff and volunteers in the absence of the Retail Store Manager. 4. Flexibility required where reasonable and appropriate to accommodate short notice alterations to working pattern. 5. Willing and available to work in other stores as requested to cover sickness and absence. 6. Deliver training for SFH store team members to learn and develop skills in retail and customer service through our Retail Training Programme. 7. Attend and undertake any relevant training workshops, events or meetings as required. 8. Actively participate in annual performance/appraisal review and any identified areas of training to support you in your role. 9. To undertake any reasonable requests by Retail Store Manager, Area Manager, or member of Retail SLT to support the operational needs of the business.   People Management   1. To provide effective support to the Retail Store Manager and encourage volunteers to maximise their potential through SFH training. 2. Support the recruitment, management, and supervision of volunteers within SFH HR operational policies and procedures & volunteer guidelines. (to include inductions & relevant training with support from Volunteer Partner). 3. To utilise volunteers appropriately within the store. 4. Support the involvement and recruitment of volunteers from the local community and central office. 5. Help to maintain the overall culture of the shop to ensure all staff represent and embrace SFH’s values and goals. 6. Train volunteers on and enforce adherence to Trading Standards Regulations.   Commercial Management   1. Maximise shop's sales performance and work with the Retail Store Manager and Area Manager to improve sales on a continuous basis. 2. Meet required performance standards and targets by motivating and managing the volunteer team to achieve Key Performance Indicators. 3. Ensure stock levels are sufficient to achieve required shop floor density and that stock is current and up to date through process and rotation. 4. Motivate volunteers to support the processing of donated stock from stock room to shop floor, delegating appropriate tasks which are considerate of individual abilities and likes. 5. Support training and supervise volunteers on tills, mitigate and correct errors to ensure accuracy. 6. Encourage stock donations at the store and stock generation. 7. To demonstrate excellent customer service, promoting good practise within the store and providing coaching and feedback to the shop team as required. 8. Maintain a good standard of housekeeping on shop floor and back of house, creating an environment that is pleasant and safe for customers, shop staff and volunteers. 9. To present a positive and professional image to customers, staff and volunteers at all times through adherence to Saint Francis Hospice values. 10. To comply and maintain excellent visual merchandising standards within the store in line with the SFH brand guidelines taking into account the local market.   Stock Management   1. Highlight when surplus stock from other units is necessary to the Retail Store Manager 2. Coordinate stock pick-ups and deliveries with the Retail Warehouse Manager. 3. Select stock to achieve sales targets and maximise contribution through appropriate value & price. 4. Manage and oversee sorting, preparation, pricing and loading of stock onto the shop floor. 5. Maintain display, merchandising and window dressing standards and train volunteers to do so. 6. Maintain stock density and rotation procedure – working to two-week cycles or as agreed with the Retail Store Manager 7. Train staff and volunteers on and enforce adherence to Trading Standards Regulations.   Communication   1. Communicate the store’s social enterprise and fundraising goals for SFH to customers and volunteers. 2. Engage with local community via social media/Instagram and store events to inform them of store activities to drive footfall. 3. Help with weekly meetings with the volunteer team to communicate KPIs in order to deliver weekly targets. 4. To attend Retail training and team meetings as requested   Health and Safety/Safeguarding   1. To comply with SFH policies and procedures in relation to store security, no lone working policy and all health & safety regulations and to report any safeguarding concerns in line with SFH policies and procedures. 2. Ensure adherence to Health and Safety procedures, in the store, including storage, preparation and handling, fire and safety procedures, risk assessments, building maintenance, cleaning, service and waste management. 3. Hold a certified PAT testing qualification and test electrical donations as part of your role. |
|  |

|  |
| --- |
| **ADDITIONAL REQUIREMENTS OF POSTHOLDER** |
| **SENSITIVITY AND PROFESSIONALISM:** As an employee of Saint Francis Hospice, you should expect that it is likely that you will come into contact with patients, their families and members of the public who are at the end of life or recently bereaved. All employees are expected to respond to people recounting and expressing their emotions about such events with sensitivity and understanding, and to know enough about the services that the Hospice provides to be able to signpost people who may benefit from our services to the relevant contacts.  **CONFIDENTIALITY**: The post holder must maintain confidentiality, security and integrity of information relating to patients, staff and other hospice matter during the course of duty. Any breach of Confidentiality may become a disciplinary issue.  **DATA PROTECTION**: It is the responsibility of all staff to be aware of their obligations in respect of the Data Protection Act 1998.  **EQUAL OPPORTUNITES:** The hospice is committed to the development of positive policies to promote equal opportunity in employment and has a clear commitment to equal opportunities. All employees have a responsibility to ensure that they understand the standards expected and that they promote and adhere to the equal opportunity measures adopted by the hospice.  **HEALTH AND SAFETY**: All staff must be familiar with section 2 of the Health & Safety Policy, Organisation of Health and Safety. This documents sets out the responsibilities of all staff for health and safety, whether in a supervisory capacity or not. Policy section 3 (arrangements for Health and Safety) provides an overview of training for competence in Health and Safety matters.  **HOSPICE IDENTITY BADGES**: Hospice ID badges must be worn at all times whilst on duty.  **SMOKING:** The hospice acknowledges its responsibility to provide a safe, smoke free environment, for its employees, service users and visitors. Smoking is therefore not permitted at any point whilst on duty, in accordance with the guidelines set down within the Hospice No Smoking Policy.  **REGISTRATION COMPLIANCE/CODE OF CONDUCT:**  All employees who are required to register with a professional body to enable them to practice within their profession are required to comply with their code of conduct and requirements of their professional registration.  **WORKING TIME REGULATIONS:** The ‘Working Time Regulations 1998’ require that you should not work more than an average of 48 hours in each week. For example, in a 26 week period you should work no more than 1248 hours. |

*Please note that this job description is not definitive or restrictive in any way. It is a guide to the responsibilities of the role. It may be reviewed, in consultation with the post holder, in light of changing circumstances and the changing needs of the Hospice.*

*The post holder will be expected to perform any other such duties as might reasonably be required by the Director and will work in accordance with all Hospice Policies and Procedures.*

*In an emergency, all staff may be required to work different hours or carry out different tasks to those set out in their contracts of employment. This will be done in consultation with individuals and taking into account any special circumstances that may exist.*

PERSON SPECIFICATION

# ASSISTANT RETAIL STORE MANAGER

|  |  |
| --- | --- |
| **E = ESSENTIAL** | **D = DESIRABLE** |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Demonstrating the Hospice Values – Supportive, Compassionate, Inclusive and Respectful, Professional, Always Learning** |  |  |
|  | **Supportive** - The ability to listen to and value peoples’ experience and use them to give the personal support that is right for everyone.  **Compassionate** - The ability to be kind and treat everyone we meet with care and compassion. The ability to be friendly and put people at the heart of our actions and words, supporting people’s choices and decisions, helping them to feel safe, secure and valued.  **Inclusive and Respectful** - The ability to be open and transparent and value each person’s individuality. To be able to show respect for everyone and value diversity. To be mindful that our different experiences and knowledge make us stronger and together we achieve more.  **Professional** - The ability to do your best, in providing the appropriate care and expertise to those who need us and support us.  **Always Learning** - The ability to be open and outward looking, always ready to adapt and change, looking for better ways of doing things, by learning from each other and from the ever changing world around us. | **E** |  |
|  | **Leadership skills** |  |  |
|  | Ability to lead with honesty, integrity, and care. Be able to develop, empower and delegate effectively to achieve change and generate a positive, inclusive, workplace. Be accountable for actions and bring creativity and innovation to inspire and motivate others. Be active in the creation and delivery of the Hospice strategy for the benefit of patients, staff, and our local community. | **E** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Qualifications & Training** | |  |  |
|  | City & Guilds NVQ level 5 in Retail Skills (Management) or equivalent level of Retail experience | | **E** |  |
|  | **Skills / Abilities / Knowledge** | |  |  |
|  | Strong interpersonal skills/with an ability to communicate effectively with people at all levels. | | **E** |  |
|  | Good people management skills and ability to motivate others | | **E** |  |
|  | Good communications skills, both written and verbal | | **E** |  |
|  | Good analytical skills with an ability to analyse sales information | |  | **D** |
|  | Good financial management skills | | **E** |  |
|  | Good organisational and time management skills | | **E** |  |
|  | Ability to work under pressure and demonstrate presence of mind | | **E** |  |
|  | Good IT skills: including E-Mail and a good working knowledge of Microsoft based software, including Word and Excel. | | **E** |  |
|  | **Experience** | |  |  |
|  | Store management experience working within a modern retail environment | | **E** |  |
|  | Experience of budgeting and forecasting | |  | **D** |
|  | Experience of Charity shop retailing | |  | **D** |
|  | Experience of using EPOS systems for reporting and budgeting information | |  | **D** |
|  | Effective management of Retail shops | | **E** |  |
|  | Experience of CRS till systems | |  | **D** |
|  | Experience of working with volunteers | | **E** |  |
|  | Experience of Health and Safety issues in a retail environment | | **E** |  |
|  | **Other Requirements** | |  |  |
|  | | Ability to maintain and understand the importance of confidentiality | **E** |  |
|  | | Entirely trustworthy and honest | **E** |  |
|  | | Full current driving licence |  | **D** |
|  | | Have access to own transport |  | **D** |