

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

Person Specification: Retail Supervisor (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
Education and qualifications			
Good standard of education (GCSE, NVQ level 3 or equivalent)	✓		
Employment History			
Relevant previous or current employment as a Shop Manager (or equivalent) and/or Training and Development role	✓	✓	
Managing the Shop			
Knowledge of the voluntary sector/ 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	✓	✓	✓
Managing Others			
Ability to work as part of a team	✓	✓	
Supervisory skills	✓	✓	
Knowledge of recruitment and selection procedures for volunteers	✓	✓	
Working in partnership and in the wider context			
Promotional skills (including social media)	✓	✓	✓
Presentation skills	✓	✓	✓
Self management/personal attributes			
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	✓	✓	
Negotiating skills	✓	✓	✓

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Special requirements			
Able to work flexibly		✓	
Willingness to access training opportunities		✓	
Eligibility to work in the UK	✓		

DESIRABLE			
Relevant training	✓		
Car driver	✓		
Experience of work in the voluntary sector or as a volunteer	✓	✓	