

**Person Specification – Assistant Manager (Relief)**

Requirement	Essential	Desired	How Assessed*
Education / Qualification		Good general education to GCSE or equivalent level	Application Form
Experience	Retail experience as a Supervisor. Experience of cashing up and administration. A working knowledge of Health and Safety Working to deadlines, attaining targets. Experience of merchandising and display.	Working in the charity retail sector. Experience of working with volunteers.	Application Form / Supporting Information & Interview
Knowledge and Skills	Strong interpersonal skills with an ability to communicate effectively with a diverse range of people Excellent communication skills both written and verbal Able to work as part of a team or on own Good administrative and organisational skills Good IT skills and knowledge of Microsoft Office Deliver excellent customer service Have an eye for attention to detail Being able to work under pressure Ability to motivate and lead volunteers & staff	Knowledge of Microsoft 365	Application Form / Supporting Information & Interview
Values and personal attributes	Have hands on approach in all areas A can-do attitude A flexible attitude Adaptable, willing to try new thing. Tactful with diplomacy Energetic		Supporting Information & Interview
Other	Willing and able to travel independently to work at a variety of locations including Kendal and Garstang. Work weekends Willing to undertake all training as required	Full UK Driving Licence and access to a car during working hours. Business motor insurance cover will be required. Work extra hours if required	Supporting Information & Interview
DBS	Enhanced		

\* **Shortlisting candidates for interview** – the information you provide in your application, which includes a section entitled 'Supporting Information', will be scored against the above essential and desired criteria.