

Person Specification



Job Title: Area Manager

Department: Retail

Location: Across shop estate

Responsible to: Head of Retail & Trading

Attributes	Essential	Desirable
Educational / Professional Qualifications	Educated to A level standard or equivalent.	Relevant management/leadership training/qualifications.
Previous Experience	- Retail Area management preferably in the charity and high street sectors. - People management – has previously managed large teams of people and can demonstrate strong people management skills. - Able to lead large teams of people and can motivate in both 1:1 and group settings.	- Previous management of volunteers. - Training/Presentation skills. - Customer Service – has experience working directly with the public in a customer facing environment. - Experience of managing Drivers & logistics
Accountability for Staff & Volunteers	Team of 12 – 15 shops to include Shop Managers, Relief Managers and Drivers	
Skills and Attributes	- Strong people management skills and can demonstrate leadership skills - Able to communicate with a variety of people at all levels both verbally and via email. - IT literate – has the ability to use a number of different software packages including word and excel. Must also be able to use a POS system and demonstrates a good level of computer literacy.	Working knowledge of using iTrent.

	• Organised with good time management. • Has a good attention to detail whilst being able to work at pace. • Self-motivated and able to work on own initiative.	
Other	• Professional and acts as positive role model. • Enthusiastic, responsive and flexible in approach. • Results orientated and commercially aware • Demonstrates the Myton Values. • Demonstrates an open, supportive, clear and informative management style.	• Clean Driving licence. • Creative and able to think of solutions to problems.