

## Person Specification



**Job Title:** Area Manager

**Department:** Retail

**Location:** Across shop estate

**Responsible to:** Head of Retail & Trading

Attributes	Essential	Desirable
<b>Educational / Professional Qualifications</b>	<ul style="list-style-type: none"> <li>Educated to A level standard or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>Relevant management/leadership training/qualifications.</li> </ul>
<b>Previous Experience</b>	<ul style="list-style-type: none"> <li>Retail Area management preferably in the charity and high street sectors.</li> <li>People management – has previously managed large teams of people and can demonstrate strong people management skills.</li> <li>Able to lead large teams of people and can motivate in both 1:1 and group settings.</li> </ul>	<ul style="list-style-type: none"> <li>Previous management of volunteers.</li> <li>Training/Presentation skills.</li> <li>Customer Service – has experience working directly with the public in a customer facing environment.</li> <li>Experience of managing Drivers &amp; logistics</li> </ul>
<b>Accountability for Staff &amp; Volunteers</b>	<ul style="list-style-type: none"> <li>Team of 12 – 15 shops to include Shop Managers, Relief Managers and Drivers</li> </ul>	
<b>Skills and Attributes</b>	<ul style="list-style-type: none"> <li>Strong people management skills and can demonstrate leadership skills</li> <li>Able to communicate with a variety of people at all levels both verbally and via email.</li> <li>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.</li> <li>Organised with good time</li> </ul>	<ul style="list-style-type: none"> <li>Working knowledge of using iTrent.</li> </ul>

	<p>management.</p> <ul style="list-style-type: none"> <li>• Has a good attention to detail whilst being able to work at pace.</li> <li>• Self-motivated and able to work on own initiative.</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Professional and acts as positive role model.</li> <li>• Enthusiastic, responsive and flexible in approach.</li> <li>• Results orientated and commercially aware</li> <li>• Demonstrates the Myton Values.</li> <li>• Demonstrates an open, supportive, clear and informative management style.</li> </ul>	<ul style="list-style-type: none"> <li>• Clean Driving licence.</li> <li>• Creative and able to think of solutions to problems.</li> </ul>