

Chest Heart & Stroke Scotland

Assistant Shop Manager (Sundays)

Edinburgh Stockbridge Boutique

Job Description



Position:	Assistant Shop Manager (Sundays)
Location:	CHSS Shop at 71-73 Raeburn Place, Stockbridge, Edinburgh, EH4 1JG
Responsible to:	Shop Manager
Contacts: (internal)	Director of Retail Head of Retail Field Operations Regional Retail Manager Regional Retail Support Manager Senior Fundraising Administrator Retail & Trading Project Manager Retail Information Coordinator Other Shop Managers and Assistant Shop Managers Volunteers Director of Fundraising Regional Fundraising Manager Corporate Services Department
Contacts: (external)	General public CHSS supporters Local traders and contractors Recycling merchants

Main purpose of job:

Chest Heart & Stroke Scotland (CHSS) is a Scottish health charity, caring for and supporting people after stroke, or diagnosis of a chest or heart condition. We offer vital advice and information to people and their families, delivering support services in the community. We believe everyone has the right to live life to the full, so we are committed to influencing public policy to ensure those affected get the services they so badly need. Our ambition is to be Scotland's leading organisation for community driven support for people with these health conditions.

The main purpose of the post of Assistant Shop Manager is to support the Regional Retail Support Manager in generating income by managing the shop effectively and commercially, maintaining the high standards set by CHSS. The Assistant Shop Manager is part of the CHSS fundraising team and is expected to contribute to the department's goal of raising revenue to support the work of the charity.

Key responsibilities - to support the Regional Retail Support Manager in all of the following:

- Income generation
 - Acquiring sufficient stock to generate sales and meet weekly targets
 - Making commercial decisions regarding shop layout and window displays
 - Co-ordinating uplift of stock donations
 - Processing clothes, bric-a-brac, etc
 - Promoting CHSS fundraising at a local level

- Managing volunteers
 - Recruiting, supervising, training and supporting any volunteers and trainees, some of whom may be vulnerable adults or young people
 - Organising the staffing of the shop

- Compliance with legislation and regulations
 - Compliance with Health & Safety regulations and any other relevant legislation/regulations

- Administration
 - Organising handling and daily banking of cash
 - Completing required paperwork

General responsibilities:

- To participate in the CHSS appraisal and support & development process
- To comply fully with CHSS policies and procedures
- To attend training sessions and other activities as required
- To undertake any other duties as directed by your line manager

The above job description is not exhaustive and is clarified to include broad duties inherent in the post. Evaluation and development of this post may, in time, indicate a need to revise duties herein.

Chest Heart & Stroke Scotland

Assistant Shop Manager

Person Specification



	Essential	Desirable
Education & Knowledge	Basic IT, numeracy and literacy	Knowledge of the local community
Previous Experience	Working in a retail environment Working as a member of a team	Working in High Street fashion Working in Charity Retail Working with volunteers Managing other people
Aptitudes, Skills & Abilities	Commercial understanding Ability to communicate on all levels, including delivery of excellent customer care Good organisational skills, including ability to plan and work to targets Ability to work and think flexibly and independently, using initiative Positive attitude	
Values / Attitudes	Commitment to ethos of the voluntary sector Willingness to work flexibly, including out-of-hours	

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Further Details



Chest Heart & Stroke Scotland comprises several departments: Corporate Services (including Administration, Finance, IT, HR and Volunteering), Strategy and Communications, Fundraising, Retail and Services.

Summary of Terms and Conditions of Employment

Location: This post is based in the CHSS Shop at 71-73 Raeburn Place, Stockbridge, Edinburgh, EH4 1JG

Term: Permanent

Days of work: 1 day (Sundays). Flexibility for cover is required.

Hours of work: 5.5 hours per week.

Salary: On a scale of £14,788 - £15,712 pro rata
Grade 6(ii), Scale Points 5-7 (equivalent to £8.75 - £9.30 per hour)

New appointments are normally placed at the base of the salary scale unless there are exceptional circumstances.

Review of Work: The postholder is subject to the CHSS objective setting, supervision and appraisal process.

Employee Benefits: Please see the CHSS Employee Benefits Information Sheet.

Equal opportunities: CHSS is committed to equality of opportunity and to non discrimination on the grounds of race, religion or belief, age, sex, marital or civil partnership status, disability, sexual orientation, transgender status, pregnancy or maternity.