



Closing Date: Friday 23 March 2018

Interview Date: Wednesday 28 March 2018

Job Title: Shop Manager

Location: Farmborough Community Shop, Farmborough, Bath

Salary: £17,500 to £19,500 per annum, pro rata, based on experience and level of responsibility.

Contract: Permanent. Full/Part Time. A full-time post may include split shifts and weekend work.

Hours: Up to 40 hours per week.

Holiday Entitlement: Pro rata, based on 20 days per year full-time.

Responsible to: The Farmborough Community Shop Management Committee

Key role:

This is a new and exciting venture for the village of Farmborough. As the Shop Manager you will have a key role in creating the vibrant and successful shop and community hub the villagers of Farmborough have fund raised and work hard to achieve. You will be an ambassador for the shop and the key point of contact for customers, volunteers and suppliers.

Key responsibilities:

You will be responsible for the running of the community shop and coffee shop. You will promote a friendly service to customers conducive to raising the profile of the shop in the village and to passing trade. You will establish a culture where everyone feels welcome.

You will use your excellent understanding of customer service alongside your sound understanding of retail management to meet both financial and non-financial targets agreed with the management committee.

Leading and inspiring our team of volunteers will rely on both your people and organisational skills. Your ability to lead and work as a member of a team is an essential aspect of the role.

You will maintain excellent standards and support the management committee in achieving the shop's retail and community targets. You will have competent IT skills and be able to train others to be effective in managing the shop EPOS software.

This position will be subject to an enhanced DBS check and evidence of right to work in the UK.

[Download the Job Description and Person Specification.](#)

Letters of application and CVs giving details of two referees should be submitted to admin@farmboroughshop.co.uk by Friday 23 March 2018.