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Stepping out into the Community with Compassion to meet Local Need

**PERSON SPECIFICATION – Next Step Shop Manager**

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| **PERSON SPECIFICATION** | **ESSENTIAL OR DESIRABLE** |
| **Skills and abilities** |  |
| Experience of working in the voluntary sector | D |
| Experience of working with volunteers | D |
| Experience of working with members of the local community and vulnerable adults | E |
| Experience of working to a budget and managing daily takings | E |
| Good level of IT skills, and the ability to use database systems and Office 365 | E |
| Experience of using social media platforms i.e. Facebook | D |
| Excellent planning and organisational skills. | E |
| Ability to liaise with a wide range of businesses, organisations and individuals. | E |
| Good oral and written communication skills. | E |
| Ability to work with minimal supervision and as part of a team. | E |
| Experience of working a shop environment | D |
| Knowledge of Footprints and its various projects | D |
| Commitment to equal opportunities and the ability to recognise the needs of different service users. | E |
| Full driving licence and car owner, use of a car | D |
| Excellent communication and listening skills with clear professional boundaries. | E |
| Polite and friendly manner | E |
| Honest and reliable | E |

**Hours and Place of Work**

12 hours per week

The charity is based within central Redcar – 10 Queen Street, TS10 1DY

**Salary**

25,771.20 (£14.16 per hour – based on a 35-hour full time week) **pro rata**

**Holidays**

5 weeks paid holiday per year plus Bank Holidays

Extra day for Birthday

Holiday purchase scheme

Employee Health Care plan after successful probation period