

## Job Description



**Job Title:** Assistant Retail Manager

**Responsible to:** Community Shop Manager

**Responsible for:** Volunteers

### Job Purpose:

Acorns have a network of shops across the West Midlands. Our shops generate a substantial level of income and goodwill to enable us to care for children and their families.


Our focus is around empowering volunteers to maximise their potential within our shops. The Deputy Community Shop Manager role is to work with and support the Community Shop Manager, in making decisions to drive their business within their community, to encourage volunteer and donor support, and to act as an entrepreneur to maximise every sales opportunity available.


### Main Duties:

#### 1. Key Objectives

- > To maximise a shop's financial contribution to support the work of Acorns
- > To represent Acorns in the community
- > To work with the manager in ensuring that the shop is safe, clean, happy and vibrant, all within a supportive environment
- > To encourage donations, volunteer contribution and customer purchases from the local community
- > To implement our required working practices and policies

#### 2. Maximising Income and Profitability

- > Take an entrepreneurial approach to generating income within your shop, and take every step to maximise available opportunities to grow donated sales and gift aid
  - > Strive to beat your agreed target for donated sales and gift aid
  - > Create an exciting shop floor experience that makes Acorns stand out from our competitors
  - > Work with the Community Shop Manager to make local decisions about the quality of stock, levels of pricing and style of merchandising, leading a team of volunteers to uphold these standards
  - > Maximise income from gift aid by utilising robust systems and processes. Inspire volunteers to grow donor sign-ups and process gift aid stock efficiently
  - > Discuss sales reports from the EPOS system, analyse and in consultation with the Community Shop Manager, make decisions based on the data and trends these reports show
  - > Ensure that the shop is open during set trading hours
  - > Control shop expenses and costs
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- > Work closely with the Community Shop and Business Development Manager to ensure that they are up to date with the activity of the shop, and are therefore able to fully support you to achieve your shop's targets

### 3. Leading People

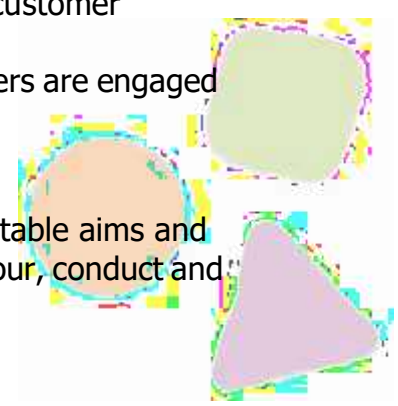
- > Provide inspired leadership and motivation for a team of volunteers. Maximise the potential of every individual within your shop by understanding their skills and experiences, and utilising them to reach their full potential
- > In consultation with the Community Shop Manager, develop, and then work to localised structures and systems that are easy for volunteers to perform within and maximise the impact they can have within the shop. Train volunteers within these systems
- > Grow and develop volunteers, including any appropriate 'Key Volunteers' to take responsibility for different departments and shop activities
- > Connect volunteers to the work of Acorns Children's Hospice so they fully understand that their contribution is recognised and appreciated
- > Set a high standard for customer service, and manage the team to achieve this
- > Develop a good working relationship, providing a high level of support and communication with the Community Shop Manager
- > Identify potentially difficult situations and report this via appropriate communication channels. If required manage these situations in line with Acorns policies and procedures

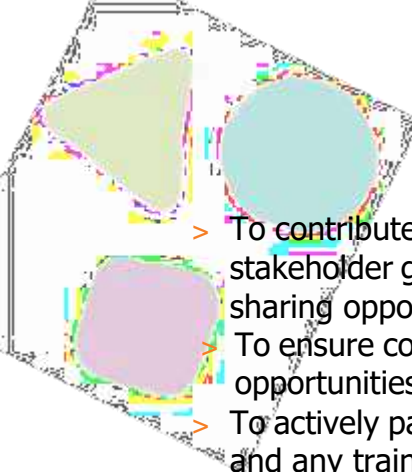
### 4. Community Impact

- > Firmly embed your shop into the fabric of the local community by being proactive in assessing opportunities within the community for the shop to get involved in
- > Support in the planning and develop of internal and external events to grow the profile of the shop within the local community and help to develop a network of organisations, clubs and societies who can aid our cause
- > Drive volunteer recruitment within the local community to maximise the number of people who volunteer within your shop
- > Source donated stock, ideally with gift aid, from the local community, with focus on the key product lines that maximise income
- > Support in the development of local donation schemes within the community ensuring recruitment and management of a team of volunteers to service these schemes
- > Ensure that shop windows, posters and chalk board communicate with the local community and help to promote your shop's volunteer, donor or customer messages
- > Work with the partnerships team to ensure that corporate supporters are engaged to maximise all opportunities

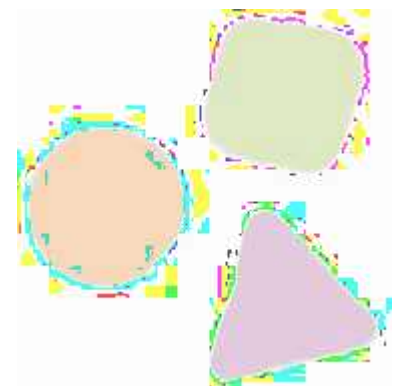
### Other Duties

- > To act as an ambassador for Acorns raising awareness of its charitable aims and objectives and enhancing its reputation through exemplary behaviour, conduct and team working.



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- > To contribute to Acorns fundraising aims by raising awareness with your stakeholder groups about how vital fundraising is to the charity's mission and sharing opportunities for fundraising support
  - > To ensure compliance with Acorns' policies for diversity, employment, equal opportunities, health and safety, information governance and safeguarding.
  - > To actively participate in an annual performance and development review process and any training and development identified to further enhance your role with Acorns.
  - > To be innovative, commit to continuous learning, researching new ideas, monitoring new technology advancements, sharing good practice across the team and colleagues.
  - > Implement systems and processes ensuring compliance with Acorns policies and procedures including financial management, complaints, safeguarding, welfare and Health & Safety
  - > Complete necessary paperwork to comply with our policies and keep the shop safe and legal.
  - > To be familiar with the Health and Safety and Fire policies for the organisation and to attend mandatory updates where required.
  - > Be available to work in other shops on occasion to cover sickness and absence
  - > To undertake any other reasonable duties as requested by the line manager.

Acorns adheres to the United Nations Convention on the Rights of the Child. As an employee you will be a Duty Bearer for Children's Rights and support all children to be Rights Holders.



## Person Specification: Deputy Community Shop Manager

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>&gt; Good standard of general education including English and Maths</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>&gt; Experience of working within a team.</li> <li>&gt; Proven experience as a clear and positive verbal communicator.</li> <li>&gt; Proven experience of taking on board team members opinions when making decisions.</li> <li>&gt; Experience using Microsoft Office programmes, email, use the internet, and confident doing so.</li> <li>&gt; Experience in dealing with the public</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Experience of working with volunteers.</li> <li>&gt; Experience of taking an entrepreneurial approach to retailing by maximising every opportunity available.</li> <li>&gt; Experience of producing basic financial reports, and of making decisions based on the data these contain.</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>&gt; Ability to lead a team of people</li> <li>&gt; Ability to motivate and develop people to achieve their potential.</li> <li>&gt; Ability to problem solve and manage conflicting priorities to achieve positive outcomes.</li> </ul>	
<b>Behaviours</b>	<ul style="list-style-type: none"> <li>&gt; Will challenge the status quo</li> <li>&gt; Positive, enthusiastic approach &amp; can-do attitude</li> <li>&gt; Curious, always seeking to understand and improve experience of customers</li> <li>&gt; Open to change and continuous improvement</li> <li>&gt; Innovative mindset and passionate about learning</li> <li>&gt; Commitment to the Retail and Acorns strategy &amp; its success</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>&gt; The role involves significant levels of manual handling.</li> <li>&gt; Driven by making money in the shop, and a desire to inspire a team to exceed targets.</li> <li>&gt; Self-motivated, with an enthusiastic approach to work.</li> <li>&gt; Willingness to take on new challenges, to learn, grow and develop within a role.</li> <li>&gt; Desire and passion for the vision and values of Acorns Children's Hospice.</li> <li>&gt; The ability to travel independently throughout the organisation, to cover shops and attend Area Meetings</li> <li>&gt; Belief that equality and inclusion improves the working environment.</li> <li>&gt; Some weekend and Bank Holiday working is essential as part of the role</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Working knowledge of Health and Safety regulations and procedures.</li> <li>&gt; Live within the local community</li> </ul>

## Terms and Conditions of Employment

**Job Title:** Deputy Community Shop Manager

**Responsible To:** Business Development Manager

**Location:** Acorns South West  
Birmingham

**Salary:** £25,252.50 per annum (pro rata)

**Notice:** 1 week during 26-week probation period  
8 weeks thereafter

**Hours:** 22.5 hours per week

**Holidays:** 28 days (210 hours) including public holidays, rising to 30 days (225 hours) after 2 years' service and 31 days (232.5 hours) after 5 years' service (pro rata)

**Pension:** Contribution to Group Personal Pension Plan. Organisation will contribute 7.5% to pension.

**Life Assurance:** 2 x salary life assurance scheme

All terms and conditions will be detailed in writing together with Employee Handbook which must be read and observed.

