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| **Job Title:** | Low Vision Technical Sales Advisor |
| **Salary:** | £8.50 p/hr |
| **Responsible to:** | Low Vision Advice Supervisor |
| **Location:** | Based Sedgley Beacon Centre but some travel in Black Country and Staffordshire will be required |
| **Hours of Work:** | 3 days per week. Flexible working will be required including Saturdays |

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| **Overview**  Beacons mission is ***To inspire, support, and provide appropriate care for visually impaired people that nurtures their independence, ambitions and achievement and educates those not affected about sight loss.***  Working with its stakeholders, Beacon has developed Ambition 2025 as its long term Vision, the strategic objectives are:   1. Ensure core products and services stay relevant and respond to changing needs and demands. 2. Maximise the opportunities afforded by technology developments. 3. Grow the business in terms of turnover, products and services and operating area. 4. Resilience and strengthen the income base. 5. Raise the profile of the issue (sight loss) and its impact on society.   To support the strategy, this new role will form part of the Vision Advice Team to research, develop and administer Beacons equipment and advice service for people with a visual impairment, to assist and aid them in their daily lives.  The successful candidate will work from the implementation stages of this new project, right through to successful delivery and ongoing engagement with stakeholders. |
| **Main responsibilities of the role**   1. Target driven sales position that supports customers with a Visual Impairment to lead independent lives and promoting Visual Impairment technology 2. Maintain a high level of retail standards in accordance with Beacon Centre’s expectations. 3. Maintain all necessary performance records in accordance with Beacon Centre’s requirements. 4. To undertake any additional related duties during the project implementation period and as the service approaches its go live date. 5. Management of all operating systems as required to ensure the effective and safe operation of the Equipment and Advice Room. 6. Research and maintain a current and relevant range of assistive equipment by networking and negotiating with relevant suppliers and other agencies. 7. Provide information, advice and signposting on all matters surrounding sight loss. 8. To offer a Low Vision Technical Assessment service as needed. 9. To support with the development of Low Vision E-Shop. 10. To offer training to service users, customers and staff with regards to current strategies and techniques. 11. To attend meetings, seminars and exhibitions in the community. 12. To be willing to undertake appropriate training as required. 13. To understand the organisation’s Health and Safety policy. 14. To conform to the organisation’s Equal Opportunities policy. 15. To undertake such other duties that may be required from time to time without changing the grade or purpose of the post. |

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| **Experience and Knowledge**   1. Experience of working with people with a disability/visual impairment 2. Experience of customer services and dealing with the general public 3. Good communication skills 4. Experience of marketing, advertising or promotions 5. Previous sales experience 6. Experience of maintaining stock levels for display and sales, perform stock count and record stock |

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| **Performance Management**  In line with the current staff appraisal process, you will agree in consultation with your line manager, a set of business objectives and a Personal Development Plan. |

**Person Specification**

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| **Category** | **Essential Criteria** | **Desirable Criteria** |
| Experience | * Experience of customer services and dealing with the general public * Experience of working with people with a disability/ visual impairment. * Experience of marketing, advertising or promotions * Previous sales experience. Experience in keeping records and/or report writing. * Evaluation of services we provide to Customers. * Able to signpost on all matters relating to sight loss where required * Presentation skills | * Knowledge and up to date with specialist equipment available for visually impaired people. * Relevant courses associated to visual impairment. * Training in aids and adaptations for disabled people. |
| Qualifications | * A good standard of education with GCSE or equivalent in English and Maths is required. * Good IT skills, including using databases, Word, Excel, Outlook and Internet. |  |
| Aptitudes & abilities | * Organised * Good negotiation skills * Good communication skills * Ability to work on own initiative and be a team player * Empathetic and Customer-focussed * Self-motivated * Innovative * Ability to use specific equipment |  |
| Health and circumstances | * Able to meet the demands of the work required * Able to meet an enhanced DBS check * Able to travel to and from work |  |