**BEACON**

Wolverhampton Road East, Sedgley, WV4 6AZ

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| **Job Title:** | Assistant Shop Manager |
| **Salary:** | £9.067 per hour |
| **Responsible to:** | Shop Manager  |
| **Location:** | Bloxwich |
| **Hours of Work:** | 16 hours per week, Monday - Saturday. Flexible working will be required.  |

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|  **Overview**Beacon Vision is committed to making a visible difference for people with sight loss. This is an ever greater challenge, with the predicted increase in those impacted by sight loss in the West Midlands set to rise to 350,000 by 2050. The needs and interests of those individuals are as diverse as any other group of people and Beacon Vision aim to enable them to explore, engage and enjoy as many opportunities as they wish to.Building Connections, Beacon’s strategy, developed by the Executive Leadership Team in collaboration with our trustees, staff, volunteers, beneficiaries and stakeholders, has four strategic aims you as part of the Beacon family will contribute to:* Building Independence for those impacted by sight loss
* Building Awareness of the impact of sight loss on individuals, families and communities
* Building resilience to ensure the sustainability of the charity for future generations
* Building partnerships creating integrated networks that together deliver more for our communities

The post holder will be responsible for helping the Shop Manager with the day to day running of the shop with the aim of ensuring a good financial return.  |
| **Main responsibilities of the role**1. To be responsible with the manager, for ordering, handling, sorting and processing all donated stock and stock from the warehouse, and maintain determined shop floor stock.
2. To price stock - taking into account local competition.
3. To maintain Beacon’s stock quality standard.
4. To follow the rotation procedure.
5. To ensure the merchandising/presentation of the store is to the required standard.
6. To follow the Charity’s procedures regarding security and safe systems of work as per the Shops’ Manual.
7. To assist with supporting the management of volunteers.
8. To organise with the Shop Manager regular ‘bargain sales’.
9. To maintain accurate records as appropriate.
10. To maintain a high level of cleanliness and keep the shop tidy.
11. To adopt a flexible approach to working hours to cover for Shop Managers and Assistants holidays and absences.
12. To be responsible for the daily till audit, cash handling/banking on a daily basis and maintaining of records.
13. To be security conscious at all times.
14. To be willing to undertake appropriate training as required for the position.
15. Understand and comply with Beacon’s policies and procedures.
16. To ensure that Trading Standards and Health and Safety regulations are complied with.
17. To undertake any other work that may be reasonably requested for the benefit of the organisation whilst not changing the grade or purpose of the post.
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| **Experience and Knowledge****Essential*** Retail experience, ideally in a charity shop
* Experience of delivering good customer service and working with the general public
* Management Experience
* Strong numeracy and literacy skills
* Knowledge of Health and Safety, First Aid and Equal Opportunities

**Desirable** * Visual merchandising experience
* Online retailing including EBAY
* Experience of working with volunteers
* Ability to travel across Black Country to other locations if required
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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.  |