

PERSONAL SPECIFICATION – SHOP MANAGER

ATTRIBUTES	ESSENTIAL	DESIRABLE	ASSESSMENT
Attainments	• Good general education • Experience of working with volunteers • Cash handling / banking experience • Retail experience • Previous supervisory experience	• Previous experience or aptitude for eye-catching stock presentation. • Computer literacy skills. • A proven successful track record in a similar environment would be advantageous.	• Application Form • Interview • Qualifications • References
Specialist aptitudes and disposition	• Self motivated • Confident • Good interpersonal and communication skills • Team player • Trustworthy • Good Customer Service skills		• Application Form • Interview • References
Circumstances	• Able to work flexible hours to meet needs of the service • Ability to travel as you will be required to travel between all Willowbrook Hospice Charity Shops and Warehouse	• Current driving licence and own transport as you will be required to travel between all Willowbrook Hospice Charity Shops and Warehouse	• Application Form • Interview • References
Motivation and disposition	• Caring, compassionate attitude • Previous dealing with the public	• Awareness of the Hospice and its funding needs.	• Application Form • Interview