



JOB VACANCY – CHARITY SHOP MANAGER

Do you have what it takes to recruit, manage and empower a diverse volunteer team for our exciting Lost Chord Charity Shop in Rotherham Town Centre? If you do, then join us as a **Charity Shop Manager** and use your retail skills and volunteer management experience to help us create a great shopping experience, while improving the lives of people living with dementia in your local area.

Lost Chord is a ground breaking Charity dedicated to improving the quality of life and well-being of people with dementia using interactive musical stimuli in increase their general awareness and self-esteem. We aspire to affect every person struggling with dementia in the UK.

The Charity will be opening its first shop in January 2018 therefore we need a **Charity Shop Manager** to help build a fresh team of volunteers, assist with the set-up of the shop and lead the way to ensure we stay on the crest of the wave.

Your responsibilities will include:

- Acting as an ambassador for the Charity
- Recruiting, inspiring, supporting and empowering your team of volunteers, using their knowledge of the local community and enthusiasm for fashion to get the right mix of quality products and pricing to make the store a success
- Working with the volunteer team to reach agreed financial targets
- Ensuring a high standard of display, visual merchandising and shop floor management at all times
- Maximising the income from donated stock; organising the sorting of stock
- Encouragement of donations from the general public
- Manage and inspire our volunteers to create “the buzz” of excitement around the shop for customers and the team.

We’re looking for an experienced retail manager with the ability to mould and delegate to an equally passionate team of volunteers. A brilliant communicator, inspirational leader, efficient business manager and unfailingly positive thinker, you must radiate natural warmth and a can-do entrepreneurial approach. And of course, you will have a passion for fashion!

You will also:

- Be an excellent team leader, achieving results from developing and supporting others
- Have excellent time management skills
- Be able to illustrate an understanding of issues that result from working with volunteers
- Be flexible and able to work weekends, Bank Holidays and additional hours
- Have the ability to drive sales and control costs
- Be able to demonstrate experience of stock control, cash handling and visual merchandising.

The salary will be dependent on the experience of the successful candidate. Working 30 hours per week. A review period will be set for three and six months.

At Lost Chord we are committed to the safeguarding and protection of vulnerable people in our work. We will do everything possible to ensure that only those who are suitable to work with vulnerable people are recruited to work for us. This post is subject to a range of vetting checks including a Disclosure and Barring Service.

For further information, application form and job description please visit our website <https://www.lost-chord.org.uk> or alternatively please email info@lost-chord.org.uk or telephone 01709 811160. Please note CV's will not be accepted.

Closing date for receipt of completed application forms is Monday 13th November 2017.

If you have not heard from us within 2 weeks of the closing date, please presume on this occasion that you have sadly not been successful.