

Job Description

Ummah Welfare Trust | +44 (0)1204 383 732



Reg. Charity No. 1000851

Post:	Charity Shops Manager (National)
Status:	Full Time (based at the UWT Head office in Bolton, though travelling around the UK is required)
Hours:	40 hours/week
Responsible to:	Commercial Manager/Secretary to Trustees
Salary:	Negotiable

JOB ROLE

- To deliver a profitable charity shops business for Ummah Welfare Trust.
- To meet sales and expenditure targets set in the budget for all charity shops.
- To be responsible for the day to day management of all charity shops and the effective supervision and management of the staff working in charity shops.
- To be responsible for maintaining productivity, the tracking of stock and the balancing of books.
- To prepare a yearly budget for charity shops and report and evaluate their performance on regularly.

DUTIES AND RESPONSIBILITIES

Managing all charity shops, the staff and the day to day activities, which include:

- Handling all sales matters across Ummah Welfare Trust's charity shops.
- Recruiting staff for shops and for sorting at Bolton warehouse as required.
- Developing marketing strategies and implementing them successfully.
- Effective merchandising of stock (pricing).
- Supervising staff and appraising their performance on a regular basis.
- Ensuring adequate stock availability in all shops and effective display of goods on sale including regular visits to all shops.
- Providing and arranging any training staff may need in relation to charity shops.
- Providing regular reports on each shop as well as consolidated reports each month or as required by the trustees.
- Providing regular feedback on performance against targets, and actions being taken to ensure these targets are met and poor performance is addressed according to Ummah Welfare Trust's procedures.
- Proposing and implementing promotions and special sales initiatives.
- Keeping shops in line with Health and Safety regulations.
- Managing all shops' security.
- Working closely with the recycling department and procuring good stock from businesses for sale in charity shops.
- Working closely with the fundraising department and other managers to help maximise donations and ensuring that effectiveness of shops as donation points.
- Attending managerial meetings as required.
- Identifying and running new business opportunities and locations as directed by the trustees.

QUALIFICATIONS AND EXPERIENCE

- Experience of retail business (Essential)
- Ability to develop and implement sales strategies (Essential)
- Management of staff/teams (Essential)
- Ability to communicate effectively and excellent interpersonal skills (Essential)
- Good understanding and experience of using computers and relevant software like MS Office (Essential)
- Ability and experience of producing performance reports (Essential)
- Be focused and motivated (Essential)
- Clean License and access to a vehicle (Essential)
- Experience of mentoring staff employees (Desirable)
- Understanding of charitable sector (Desirable)
- Experience of working with businesses and other service providers (Desirable)
- Experience of working in charitable sector (Desirable)

To apply for this role, please email your CV and Covering Letter to vacancies@uwt.org by **28th February 2019 although the position may close sooner if the right candidate is found. You can also email for further information.**