

Community Shop Manager Pitton Community Shop

Based in Pitton, near Salisbury

Salary: £24,000 for 30 hours per week

Permanent contract (following probationary period of 6 months)

We are looking for an experienced, proactive and enthusiastic Community Shop Manager, with excellent customer service skills, to manage our new community village shop, Post Office and café in Pitton. The shop is due to open in September, and we aim to recruit the manager before opening to ensure that they are fully involved in preparing the shop for opening.

Pitton Community Shop is run by a not-for-profit Community Benefit Society and will be staffed by a mix of paid and volunteer staff.

We are looking for a manager with:

- Retail experience at a management level
- Excellent customer service skills
- Post office experience (though training can be provided)
- Experience of managing and motivating both paid and volunteer staff
- Excellent organisational skills
- A good track record in achieving targets and delivering success

The successful applicant will be required to work across a 6 day trading week, Monday to Saturday supported by an Assistant Manager and volunteers from the community.

What will we offer you?

- Flexible working hours
- 4 weeks annual leave plus statutory holidays
- 10% discount in the shop
- Training to support your continued development
- The opportunity to grow the community shop from scratch
- A friendly and supportive work environment

To apply please send your CV and a covering letter to info@pittoncommunityshop.org. If you would like to have an informal conversation about the post before applying please email the above with contact details and someone will contact you.

Interviews will take place in late May/early June.