**JOB DESCRIPTION**

**Job Title: Deputy Shop Manager**

**Job Location: Northenden Charity Shop, M22 4JS**

**Reporting To: Shop Manager**

**Hours of Work: 21 hours, Thursday-Saturday (9am-5pm)**

**Salary: £12.21 per hour**

**Purpose of Job:** (As set out in contract of employment.)

1. Assisting the Shop Manager to run an attractive, profitable charity shop to generate funds for the charity.
2. To be responsible for the management of a charity shop in the absence of the shop manager, including the supervision of volunteers, the management and pricing of the stock and the taking of cash from sales.
3. To provide relief cover for our other shops across Manchester.

**Tasks**

1. To support the manager with the running of the shop
2. To be responsible for the management of a charity shop in the absence of the shop manager, including the supervision of volunteers, the management and pricing of the stock and the taking of cash from sales.
3. To ensure that the equal opportunities and health & safety policies of Age UK Manchester as they apply to the shop situation are adhered to.
4. To work with other members of the team to improve the effectiveness of Age UK Manchester, providing relief cover for other members of the team.

**The ideal candidate will be honest, trustworthy and have:**

* Retail experience
* Good communication and presentation skills
* Good record keeping skills
* Good standard of numeracy