



Job Title: Abbey Shop Manager

Reports to: Executive Director

Responsible for: To manage the Abbey shop to achieve a financial and pastoral contribution to the Abbey. Line management of a part-time assistant shop manager, as well as a pool of staff and volunteers

Hours: Full Time 40 hours a week Monday - Saturday

Salary: £20K - £23K Depending on experience

The Role:

The Abbey Shop is the retail arm of Bath Abbey, a small shop in the centre of Bath with huge potential for growth. This is an exciting and challenging retail opportunity for an experienced retailer.

Key Responsibilities:

- To implement Abbey policy and strategy
- To set budgets and report sales
- To maintain stock levels and achieve most effective use of investment
- To recruit, manage, motivate, train and develop shop staff and shop volunteers
- To liaise with the communications department to produce marketing and promotional material
- To manage cash handling procedures
- To plan the shop merchandising, layout and traffic flow, to maximise sales
- To manage costs and all factors affecting the profitable performance of the shop
- To manage the upkeep and condition of all fixtures and equipment
- To attend trade fairs
- To liaise with other Abbey departments
- To attend meetings and contribute as required
- To optimise income generated by the Abbey shop and work within agreed budget

Context:

Bath Abbey is a parish church in the centre of Bath. It is essential therefore that all visitors experience the Abbey core values of Hospitality, Worship and Justice.

Part of the Abbeys mission is to give all visitors the opportunity to be/become pilgrims.

The Abbey Shop Manager has an opportunity to play their part, along with every other aspect of what our visitors experience, in assisting that process.

Person Specification:

- Experienced Shop Manager
- Effective communication skills
- Commercial awareness
- Experience of sourcing, purchasing, pricing and merchandising of goods
- Previous experience of ordering and controlling stock
- Greeting and serving customers
- Working with volunteers
- Optimising Income generated by the Abbey Shop and working with an agreed budget
- Manage, Motivate, train and develop the team
- Experience of recruiting and training staff and volunteers (there is a pool of around 25 shop volunteers and 3 shop staff)
- A well organised team player
- Ability to work under pressure

To apply for this exciting position, please send your CV and a covering letter explaining why you feel you are a suitable candidate for this position to:

Mrs Deborah Coleman, Assoc CIPD, BA (Hons)
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Bath
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Telephone: 01225 303323
Email deborah@bathabbey.org

Closing date for applications 5pm 1st August 2018