North Devon Hospice

PERSON SPECIFICATION

Job Title	Furniture Centre Assistant Manager / Driver
Department	Retail
Location	North Devon Hospice Furniture Centre, Two Rivers Industrial Estate, Braunton Road, Barnstaple, EX31 1JY

	Essential	Desirable	Method of assessment
Qualifications	• Full driving licence with Category C1 • Good standard of education		Application form, document check
Experience and Knowledge	• Experience of working in a multi task environment • Effective interpersonal / communication skills	• Experience of working within a charity retail environment	Application form, interview, and references
Skills and Abilities	• Ability to use judgement and initiative • Excellent customer care skills • Excellent communication skills • Retail experience including cashing up • Supervisory experience • Ability to work alone and as part of a team • Ability to prioritise, work under pressure, and meet deadlines		Application form, interview, and references

Personal Qualities	• Tact and diplomacy with a pleasant disposition at all times • A caring, helpful, considerate and flexible approach • Trustworthy and a good time keeper • Motivated, target driven and capable of using initiative • A commitment to continuous development • Ability to positively promote the hospice externally and internally at all times • General good health and physical fitness - must be able to lift, bend, and stretch frequently		Interview and references