PERSON SPECIFICATION

Job title: Assistant Manager (Furniture Store)

Department: Retail

Responsible to: Retail Operations Lead

Grade: C1

Job Purpose

Provide key support to the Store Manager to ensure the smooth running and overall success of the store. Motivate and inspire colleagues and volunteers to achieve store productivity goals whilst effectively managing store operations to the required standard. You must be physically fit and able to safely lift, move and handle furniture and stock items, a confident driver and be available to work some weekends.

Requirements	Essential	Desirable
Education/ Qualifications	• Education to GCSE or equivalent standard	• 5 GCSE's
Previous Experience	• Working in a retail or customer service environment.	• Experience of motivating staff • Charity retail experience • Working with volunteers • Previous supervisory role • Cash management

PERSON SPECIFICATION

Skills, Knowledge, Abilities	• Good verbal and written skills • Computer literate • Able to take initiative • Work without supervision • Ability to encourage and enhance performance in others • Able to work weekends • Highly flexible to working rotas • Confident driving skills with ability to drive furniture/collection van	• Understanding of retail sector • Knowledge of current retail market • Display and merchandising experience
Attitude, Aptitudes & Personal Characteristics	• Team worker • 'Can do' mentality • Good physical fitness • Cheerful and outgoing • Reliable • Efficient time management • Respectful and supportive of all colleagues • Professional, friendly and positive nature	• Creative • Drive and enthusiasm
Other requirements (e.g., on-call/driving licence/shifts)	• Full UK driving licence • Car owner or access to vehicle to respond to call out • Physically fit and able to lift and move furniture safely	

Reviewed by:	Colin Tanner Retail Business Manager	**Date:**	11-2026
Signed by employee:		**Date:**	