

Manager, Carradale Community Shop

(Salary: £22,500; fixed term contract for 2 years in first instance; part-time/job share will be considered)

Closing date: Monday 12th April 2021

Our community is looking for an ambitious manager to create a friendly, welcoming, customer-focused environment at our newly refurbished and expanded community shop in Carradale, the only grocery store in East Kintyre. You will be responsible for managing an effective and engaged team of volunteers, maximising the business and being quick to respond and lead by example.

Duties will include running the shop and ensuring it is fully staffed during opening hours, assisting with volunteer training, keeping the store well and appropriately stocked, safe, legal, and visually appealing to customers. You will also be responsible for: ensuring good customer service; stock management; liaising with suppliers; analysing monthly store reports and management accounts to enhance and diversify product range and services and drive sales; along with any other duties which may be mutually agreed, such as staffing or managing the Post Office.

While previous supervisory experience in retail, particularly in grocery would be an advantage, we are looking to hear from anyone with great customer service and team working skills. Flexibility within the role is essential; we seek candidates who will work co-operatively, alongside our dedicated team of volunteers, to make our new shop a success.

To apply: You should send your CV together with a brief note of your plans for ensuring a sustainable future for our community shop to Mary Macalister Hall (machall@torrisdalecastle.com).

We anticipate that interviews will be held before the end of April and would like to see the new manager in post by May/June in order that the shop can welcome local folk and holiday makers this coming summer.

Background to post: The current (temporary) Carradale Shop is a pop-up shop created and run by the Carradale Community Trust (CCT), a registered charity formed to benefit the communities within the area defined by East Kintyre Community Council. The shop is run by volunteers and currently opens 6 days per week from 10:00 to 14:00, providing basic needs for the community that include: basic foodstuffs, household products, general groceries and basic pharmaceuticals. The success of the temporary shop has led the CCT to acquire and refurbish Carradale Post Office/Gift Shop which will become the permanent shop for East Kintyre and which will provide a wide range of goods and services, including local produce. We wish to appoint a shop manager for two years in the first instance, to manage the transition from the temporary shop to this new store, after which time the CCT intend to lease the shop to a full time manager.