

Post: Retail Business Manager of the Mustard Shop

PERSON SPECIFICATION

Attributes	Essential	Desirable
Skills, Knowledge and Competencies	<ul style="list-style-type: none"> • Excellent communication skills • Excellent computer skills, including spreadsheets • Ability to communicate effectively at all levels • Experience of stock management and purchasing • Retail management experience • Clear written expression • Excellent organisational and team management skills • Negotiation and diplomacy skills • Sales experience 	<ul style="list-style-type: none"> • Educated to A level standard • Knowledge or experience of databases • Knowledge of retail legislation • Knowledge or experience of heritage/tourism industry • Retail management qualification • Ability to collect, record and analyse statistical information • Computer skills and experience of basic word processing and spreadsheets, and EPOS and stock control systems
Personal Qualities	<ul style="list-style-type: none"> • Ability to work flexibly, as part of a team • Confidence and ability to deal with people at all levels • Enthusiasm for change and new ideas • Ability to plan and organise workload and that of others • Ability to work under pressure and to strict deadlines • Ability to solve problems • Ability to motivate others • Well presented and confident 	
Other	<ul style="list-style-type: none"> • Flexibility 	