Post: Manager at the Community Shop in Ballingry, Fife

Salary: £14,784 (pro rata) + 3% employers’ pension contribution

Hours: 22 hrs per week (to be worked flexibly and including weekends)

Term: Initially fixed for two years (continuation dependant on funding)

Reporting to: Benarty Community Forum Management Committee

**BACKGROUND**

Benarty Community Forum has been active in the local area for 17 years and the Benarty Community Shop Project, established for the last three and a half years, comes under the umbrella of the Forum. During this time, the successful project has grown considerably and has raised funds for a variety of community projects and events through the dedication and experience of a larger number of volunteers.

Benarty Community Forum are excited to announce the recruitment of an experienced Manager to support the further development of their Community Shop based in Ballingry, Fife.

**THE ROLE**We are looking for someone who is enthusiastic about engaging people in all aspects of the Community Shop, friendly, with a customer focused positive attitude. The postholder will work closely with the Management Committee, in partnership, for the mutual benefit to the community. You will have genuine interest in building a valuable community enterprise where everyone can enjoy access to essential, reasonably priced, grocery products. You will be highly motivated, with the ability to recruit, train and motivate both paid staff and volunteers. A fully equipped facility awaits the right person.

Ideally you will have experience and knowledge that includes –

* Recruitment and supervision of staff and volunteers.
* Ensuring the shop is adequately manned according to shop policy.
* Stock control and rotation.
* Responsibility for health and safety and well-being of customers, paid staff, and volunteers.
* Responsibility for ensuring that all necessary training is provided and adhered to, e.g., use of any shop equipment such as tills etc.
* Updating appropriate policies and procedures, as necessary.
* Preparing yearly shop accounts for examination.
* Procurement of items necessary for running of the shop.
* Other duties required by the employer.

For more information and/or to request an application pack, please email: [helen@fva.org](mailto:helen@fva.org) or phone 0800 389 6046. The closing date for applications is **Friday 16 April 2021.**