



Retail Manager (Full Time)

Job Description

Job Title	Retail Manager
Department	Retail
Reports To	TBC
Direct Reports	Shop staff and shop volunteers
Key Contacts	Internal – Staff External – Supporters
Budgetary Responsibilities	Shop budget covering all areas
Location	Club Shop, Kingsway Shopping centre, Newport, Gwent.
Hours	40 hours per week (the postholder will be expected to work match days
Job Purpose	To act in the role of Retail Manager and be responsible for all retail activities
Remuneration	£22,000

Role Responsibilities & Key Duties	
1	To act as the retail manager responsible for all retail activities including shop ticket sales
2	To manage all club shop activities including resourcing, stock and general operation
3	To manage the end to end ordering of all stock
4	To ensure that all revenue and profit targets are met
5	To ensure the resourcing model is implemented enabling the shop to be adequately staffed
6	To ensure stock levels are adequately met and monitored through systems
7	Work with and build relationships with suppliers
8	Manage third parties who are licenced to sell goods on behalf of the club
9	Ad hoc duties from time to time covering all other club departments



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Person Specification

Requirements		Essential	Desirable
1	Experience of working in and leading a retail team	✓	
2	Excellent customer service skills	✓	
3	Good communication skills	✓	
4	Able to work Match days (predominately a Saturday)	✓	
5	Experience of ordering and controlling stock	✓	
6	Experience of working with suppliers	✓	
7	Experience of managing third parties (licenced vendors)		✓

Safeguarding Statement

Newport County AFC is committed to safeguarding the welfare of children and vulnerable adults and expects all staff and volunteers to endorse this commitment.

This post requires Enhanced Criminal Records Checks and may include checks against the Barred Lists, as such it is exempt from Rehabilitation of Offenders Act (1974). Therefore all convictions including spent convictions that have not been subject to filtering by the DBS should be declared”.

Relevant information and / or documents will be distributed as part of the recruitment process.

Equality & Diversity Statement

Newport County AFC is committed to providing services which embrace diversity and that promote equality of opportunity.

Newport County AFC Job Description for Retail Manager

I have read and agreed to the terms and conditions of the Job description above.

Title of Job Description.....

Print Name

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Signed

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Date

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