**Retail Shop Development Manager -Scottish Borders** 

Salary: £22,500 to £25,000 depending on skills and experience

**About Us**

Yetholm Community Shop is a community benefit society with over 200 shareholders and annual turnover of around £250,000. It is situated in the attractive and historical upland area of the Yetholm villages in the eastern Scottish Borders. Open 7 days a week and staffed by part-time employees and regular volunteers, the shop is licensed to sell beer, wine and spirits and operates a Post Office counter.

This is an exciting time to be joining us as there is much to be done transforming the business into a destination not just for basic provisions and services but also the best produce and products the Borders has to offer.

**About the role**

Reporting to the Society’s Management Committee, you will be responsible for the day-to-day operation and management of the shop and the development of new business by:

* using your retail knowledge and skills to extend and upgrade the shop’s current product range
* developing effective marketing strategies to promote and raise awareness of the shop
* using sales and other data to drive efficiency and promote stock lines whilst meeting the range of budgets and needs in our community
* motivating and developing existing staff and volunteers to provide the best customer experience possible

**About You**

As well as having a background in the general grocery and food retail sector, you will be the kind of person who is hands-on and happy to work alongside colleagues in the shop. A self-starter, you will be able to demonstrate how you can grow the business and increase community involvement. You should have sound experience in:

* improving business performance and forecasting
* leadership and people development skills
* stock control and till systems, ideally EPOS
* basic in-shop financial and banking procedures
* effective marketing using appropriate platforms/media
* proactive and creative problem solving

**How to apply**

You can refer to fuller details on the shop’s webpage at [www.yetholmonline.org](http://www.yetholmonline.org), and if you feelyou have what we are looking for please send your CV with a short covering statement telling us what you think you can bring to the role to Susan Stewart at [ycslsecretary@gmail.com](mailto:ycslsecretary@gmail.com).