

Job Description for Gift Shop Manager
The Bar Convent Living Heritage Centre, York

The Bar Convent Living Heritage Centre is home to England's oldest living convent, founded in secrecy in 1686 when it was illegal to practise the Catholic faith. It is still home to sisters of the Congregation of Jesus (CJ).

It ran as a school for almost 300 years and is now home to an interactive Exhibition, an award winning café and a highly rated guest house, along with modern conference and meeting rooms.

There is a Gift Shop which also acts as ticket office to the Exhibition and we are looking for a new (part-time) manager for this part of the Living Heritage Centre.

We are after a self-motivated individual with an entrepreneurial instinct, who can help the shop develop and grow.

This role is vital, as the shop provides both crucial income to help preserve the Grade 1 Listed convent and acts as a gateway to our million-pound Exhibition, opened in 2015.

The successful applicant will become part of our close-knit team of both paid staff, volunteers and sisters who help the Bar Convent to thrive.

Duties

- You will be responsible for managing all aspects of the shop including sourcing items of stock, ordering and replenishing. This includes using our state of the art EPOS till system.
- You will help to manage and recruit our team of fantastic volunteers, under the guidance of the Audience Development Manager.
- You will sell tickets to Exhibition visitors and provide them with essential information before they enter.
- You will be responsible for the overall presentation of the shop, in keeping with the Living Heritage Centre's branding.
- You will help plan events and promotions, along with the Audience Development Manager and the Marketing & Communications Officer, to increase our visitor numbers and the number of shop customers.
- You may be required to open the till at the start of the day and cash up in the evening. This task is shared with other staff and volunteers.

Notes

- The role requires some experience of retail but just as important is an appreciation of the unique environment of the Bar Convent and its Catholic heritage.
- Training will be given in all aspects of the role.
- We pride ourselves on welcoming those of all faiths and none and hospitality is key in everything we do.
- You should feel at home dealing with colleagues, volunteers, members of the public and the sisters from the CJ community.

The Ideal Candidate Will Have

- Some retail / customer service experience
- Good numeracy and literacy
- Computer / IT skills at a competent level
- Excellent interpersonal skills and appreciation of the culture of the convent
- Should be familiar with modern EPOS systems or be able to learn quickly.

Hours (tbc)

Three days a week, to include Saturday.

Total 18 hours per week @ £7.61 per hour

Start date: mid/late February

Contact

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Closing Date for Applications 27th Jan