



Dornie & District Community Trust

Job Title

Manager – Dornie & District Community Shop and Cafe

Closing date: 10th July 12.00

Base: Dornie Shop

Full time or flexible for the right candidate

Salary: £28,000 Pro Rata

The role will be to establish the shop and cafe, manage part-time staff and volunteers, create a hub for the community, organise events and ensure it is a warm space where everyone is welcome. The Manager is responsible for the day-to-day management and successful operation of the Community Shop and Cafe, including ordering stock, managing deliveries and staff rosters. The manager will ensure that the hub runs efficiently, remains financially sustainable, and continues to serve as a welcoming and valuable hub for the local community. We are looking for someone to help us turn our ideas into reality. Someone who is expected to hit the ground running and help us turn our empty space into a welcoming and buzzing hub for the community.

About Dornie & District Community Trust

Dornie & District Community Trust was formed in 2022 with the sole purpose of supporting the community of Dornie and its outlying districts. Its first project was to acquire the former Dornie Stores Building after it closed its doors in 2022. Since that time, the Trust has worked tirelessly to raise funds to extend and refurbish the existing building, making it a welcoming space for the community and fit for purpose for years to come.

Key Responsibilities

Shop & Cafe Operations

- Oversee the day-to-day operations of the shop and cafe, ensuring smooth, efficient, and professional service.
- Maintain high standards of presentation, cleanliness, display, and layout throughout the store and cafe.
- Introduce new products and review existing stock to meet community needs and increase sales.

Stock & Suppliers

- Organise and manage orders from a range of suppliers
- Source the best possible products at competitive prices
- Review pricing and profit margins to ensure financial sustainability
- Monitor stock levels, waste, and product performance

Financial & Administrative Duties

- Process and pay invoices
- Organise financial paperwork and records for accountants
- Liaise with the Board of Directors regarding performance, issues, and opportunities



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Dornie & District Community Trust

Registered in Scotland SC738263

Registered office: Camus Tioram, 15 Lower Ardelve, Kyle, IV40 8DR

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Staff Management

- Create and maintain staff rotas
- Manage holiday requests, days off, and staff availability
- Deal with staff issues in a fair, professional, and supportive manner

Customer & Community Engagement

- Handle customer queries, feedback, and complaints
- Maintain a welcoming, community-focused atmosphere
- Provide and manage a social media presence to promote the shop, products, and community events

Governance & Communication

- Report to and work closely with the Directors
- Ensure shop practices align with the values and aims of the community organisation

Skills & Attributes

- Strong organisational and time-management skills
- Good financial awareness and attention to detail
- Experience in retail, stock control, or shop/cafe management
- Confident people management and communication skills
- Community-minded, approachable, and problem-solving focused
- Ability to work independently and take initiative
- Personal licence holder - desirable
- Food hygiene level 2 or three - desirable

Interested? Please forward your CV with a covering letter to info@dornietrust.org

Contact Christine on 07810 230 415 for more information



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