JOB DESCRIPTION

Role Summary

Job Title	**Bookshop & Café Manager**
Reports to	**Head of Retail**
Location	**Edinburgh**
Hours	**Full Time**
Salary	**Competitive, provided on request**
Closing Date	**31st July 2026 (Applications will be reviewed as they are received)**

About Kingsway CLC Trust

Kingsway CLC Trust exists to equip the Church and reach the world. We do this by providing trusted, Bible-based resources and by using every purchase to support mission projects across the globe. This dual mission sits at the heart of everything we do:
Spreading the Word. Reaching the World.

Formed through the merger of Kingsway Trust and CLC UK in 2019, the Trust serves churches, ministries and individuals throughout the United Kingdom while also supporting the wider ministry of CLC International, which operates in over 40 countries around the world through bookshops, publishing, distribution and digital ministry.

Purpose of the Role

The Bookshop & Café Manager leads the day-to-day operation of Equip Christian Bookshop & Café in Edinburgh, overseeing the retail and café operations, leading staff and volunteers, building relationships with local churches and supporting the wider mission of Kingsway CLC Trust.

Genuine Occupational Requirement (GOR)

This role carries a Genuine Occupational Requirement (Schedule 9, Equality Act 2010) for the post holder to be a committed Christian who actively supports the Christian ethos and Statement of Faith of Kingsway CLC Trust.

Please send your CV, a covering letter (maximum two pages) and details of three referees to hr@kingswayclctrust.com by the closing date. Early applications are encouraged and will be reviewed as we receive them. We reserve the right to close the vacancy early if a suitable candidate is found.

This job description outlines the principal duties of the role and is not exhaustive. Duties may be amended from time to time following consultation with the post holder.

KINGSWAY CLC TRUST
Unit 5, Glendale Avenue
Sandycroft
CH5 2QP
01244 455 700
contact@kingswayclctrust.com
www.kingswayclctrust.com
Registered Charity in England & Wales 265612
Registered Company in England & Wales 1093879

Key Responsibilities

Leadership
- Lead the day-to-day operation of the bookshop and café.
- Recruit, train and support staff and volunteers.
- Prepare rotas and manage performance.
- Work closely with the Head of Retail to develop the centre.

Operations
- Deliver excellent customer service and high standards of presentation.
- Manage stock, ordering, cash handling and reporting.
- Develop seasonal promotions with Head of Retail.
- Manage retail and café operations to maintain a welcoming and commercially effective environment.

Community & Ministry
- Build relationships with local churches and community organisations.
- Support outreach, events and local engagement.
- Represent Kingsway CLC Trust positively within the community.

Finance & Compliance
- Deliver agreed financial objectives.
- Ensure compliance with food safety, health and safety, allergen, and company operational standards, promoting a safe and clean environment.

General
- Act as an ambassador for Kingsway CLC Trust.
- Maintain effective communication across the Trust.
- Undertake other reasonable duties required by the Head of Retail.

Essential	Desirable
Committed Christian supporting the Trust's mission and Statement of Faith.	Management experience in retail or hospitality.
Leadership and people management skills.	Experience leading volunteers.
Strong communication and organisational skills.	Food Hygiene Certificate.
Retail, hospitality or customer service experience.	Knowledge of Christian resources.
Financial awareness.	Understanding of the local church in Scotland.
Competent computer skills	Community engagement or event planning.
Uses initiative and works independently.	Experience within a Christian charity.
Flexible and adaptable.	

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