

About us...



Lincolnshire Co-op, based in the historic city of Lincoln, is one of the most successful and progressive independent co-operatives in the country, with an annual turnover in excess of £300 million.

Essential Information – what you need to know

<p>Job purpose:</p>	<ul style="list-style-type: none"> - To define category roles, plans and merchandising strategies based on format principles, customer shopping missions and insights to optimise sales, margins and own-brand participation. - To conduct regular category performance and range reviews, including discontinuation management and ensure planograms are updated across all Lincolnshire Co-op retail sites. - To implement effective promotional plans, aligned with format blueprints for consistent execution. - To collaborate with Category, Food/Pharmacy Store operations and the wider business to achieve commercial objectives.
<p>You'll report to:</p>	<ul style="list-style-type: none"> - Head of Commercial
<p>Your hours</p>	<ul style="list-style-type: none"> - 39 hours per week.
<p>Your relationships:</p>	<ul style="list-style-type: none"> - Colleagues within the merchandising team, including operational management. - Colleagues from across the wider food store teams. - Colleagues within the wider organisation which include People Services, Health & Safety, Learning & Development, Format and Proposition etc. - Customers at all levels and partners from our local community groups.
<p>What you'll bring to us:</p>	<ul style="list-style-type: none"> - Previous experience in a category development or merchandising role in convenience retailing is desirable. - Proven ability in building relationships both internally and externally. - Experience in improving business performance and budget delivery. - A pro-active nature with a willingness to investigate problems and suggest solutions. - Proficient in the use of Office 365 (Outlook, Word, Excel, etc.). - Proficient in the use of CAD and micro space management systems e.g. JDA, Intactix etc. - Hold a full driving licence and access to a vehicle for business use.



Providing and supporting
valued services



Helping to grow the
local economy



Caring for our
health and wellbeing



Looking after
our local environment

Together we are...

Your Purpose – I will contribute to my team and the Society’s ongoing success in this role by...

Your duties and responsibilities

- Managing all aspects of range and promotional management to contribute to the delivery of sales and margin budgets.
- Developing clear category role definitions based on the format strategies and customer missions defined by the Format and Proposition team.
- Establishing periodic reviews of category performance to analyse category range architecture, direct range review activity and identify new opportunities to share with FRTS or source locally.
- Working with the Format and Proposition team to define the role general merchandise (including impulse) plays in Lincolnshire Co-op stores and agree a sourcing and supplier management strategy with the Buying team.
- Working with the Format and Proposition team to understand the role we want Co-op own brand to play in our range hierarchy and execute this through all appropriate planograms.
- Owning the timely development of planograms for specific areas in line with the FRTS range calendar and store development programme.
- Providing commentary on category performance and sharing market insights and recommendations to drive sales performance through the weekly trading meetings.
- Monitoring waste within areas of control and using insights to adjust range or provide to guidance to stores on areas where waste can be reduced.
- Being the custodian of all elements of master data for products within your area of control, highlighting inaccuracies and providing feedback to the relevant managers.
- Monitoring the performance of local suppliers ensuring we receive the quality and availability levels agreed in the supplier agreements, highlighting any issues to the Buying team,
- Leading the merchandising team in the forecasting and allocation of promotional and seasonal ranges to maximise sales and exposure to non-ranged stock at the end of period / season.
- Being a role model the culture and values of the Society, encouraging all colleagues to attain the highest possible standards.
- Contributing to the creation of a working environment that is conducive to colleague development, engagement and loyalty.



Together we are...

- **Helpful** – we'll look for ways to make a difference
- **Inspiring** – we'll help everyone be the best they can be
- **Trustworthy** – we can be relied on

Your Approach – how you will contribute to your team and the Society's ongoing success in this role.

I will be helpful by:

- Responding positively to requests from colleagues and customers.
- Trying to get it right first time.
- Resolving customer complaints and take corrective action.
- Sharing my knowledge with my colleagues.
- Offering to help before being asked.
- Going above and beyond.
- Contributing to the team and its success.

I will inspire others by:

- Supporting and encouraging one another.
- Being a positive role model.
- Listening and learning from my colleagues and line manager.
- Building strong relationships with customers and colleagues.
- Suggesting new ideas and trying new things.
- Taking pride in my work and celebrating success.

I will be trustworthy by:

- Using good judgement in all situations.
- Being open and honest.
- Take responsibility for my work and delivering positive outcomes.
- Treating everyone fairly and with respect.
- Doing my best for each other and our communities.



Your behaviours

- Adhering to Principles and Values** – responding suitably to values-led decisions
- Presenting and Communicating Information** – translating information appropriately
- Relating and Networking** – sharing knowledge to develop and learn from others
- Working with People** – building a strong and adaptable team

Your Behaviours – how you will contribute to your team and the Society’s ongoing success in this role.

I will adhere to the principles and values of the Society by:	<ul style="list-style-type: none"> - Being honest, transparent and consistent in all actions and communications. - Treating others with dignity and respect, valuing their diversity and different perspectives. - Listening actively and consider the opinions of others. - Taking accountability for my actions and decisions. - Fostering a spirit of teamwork, co-operation and positive relationships.
I will present and communicate information clearly by:	<ul style="list-style-type: none"> - Tailoring my communication to the level of understanding and background of the audience. - Paying close attention to others when they speak. - Providing examples to illustrate complex concepts to make my message more relatable. - Encouraging feedback and questions from colleagues to clarify understanding.
I will build a network of customers and colleagues by:	<ul style="list-style-type: none"> - Offering value to my network by sharing relevant insights, information, or resources. - Fostering genuine relationships by demonstrating authenticity and integrity in my interactions.
I will work collaboratively with my colleagues by:	<ul style="list-style-type: none"> - Demonstrating an interest in and understanding of others. - Recognising and rewarding the contribution of others. - Listening and consulting with others and communicating appropriately. - Supporting and caring for colleagues. - Developing and openly communicating self-insight such as an awareness of own strengths and weaknesses.