

About us...

Lincolnshire



Lincolnshire Co-op is a long-standing, community-focused organisation proud to serve the people of Lincolnshire and surrounding counties. Our Support Centre, based in Lincoln, is the operational heart of our business. It's home to a range of specialist teams who work behind the scenes to support our front-line colleagues and ensure we deliver exceptional service across all our trading areas.

Essential Information – *what you need to know*

Job purpose:

- Taking responsibility for executing the format strategy and principles (provided by the Format and Proposition team) across all merchandisable space within the Lincolnshire Co-op portfolio.
- Determining the split of space across our categories using insights from sales data, shopping missions and market trends to align with our financial and operational goals.
- Driving improvements in store layout and space productivity, ensuring a consistent and customer-friendly shopping experience.
- Managing all space changes and continued maintenance of all store floorplans.

You'll report to:

- Senior Space Planning Manager

Your hours:

- 37.5 hours per week (FTE)

Your relationships:

- Colleagues from within the Commercial team, including operational management.
- Colleagues from across Lincolnshire Co-op, including People, Learning and Development, Communications, Health, Safety and Security among others.
- Customers, clients, suppliers and stakeholders involved with our supply chain.

What you'll bring to us:

- Previous experience in a space planning or category development role is desirable.
- Experience in a retail operations environment, ideally convenience food is desirable.
- Experience in opening new retail stores is desirable.
- Proven ability in building relationships both internally and externally.
- A pro-active nature with a willingness to investigate problems and suggest solutions and analyse sets of data to best optimise use of store space.
- Proficient in the use of Office 365 (Outlook, Word, Excel, etc.).
- Previous experience using floor planning software e.g. JDA/Blue Yonder, Smartspace (RGIS), Storespace or similar is desirable.
- Proficient in the use of AutoCAD is desirable.
- 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:	<ul style="list-style-type: none">- Developing macro space allocation tables by format based on the format blueprints provided by the Format and Proposition team.- Developing and maintaining consistent store layouts which optimise space utilisation whilst remaining true to the customer shopping missions, underpinning the format blueprints.- Ensuring all space plans comply with company standards and legal requirements, including health and safety regulations, HFSS, DDA etc.- Leading and managing the sign off process for all cyclical refreshes and new store opening projects to ensure local needs are considered, leading to full operational alignment with store layout changes and new plans.- Conducting analysis / research to understand how customers shop our promotional space and use insights to optimise promotional space locations throughout the key shopping missions when producing layouts.- Analysing sales performance, customer flow and market trends to inform space allocation decisions.- Collaborating with merchandising, operations and marketing teams to create layouts that support product strategies and promotional activities.- Analysing space productivity and feedback data-driven recommendations to the Format and Proposition team.- Monitoring and reporting on the effectiveness of space allocations for new stores and following other macro space changes, adjusting plans as needed to maximise sales and profitability.- Contributing to data-led insight for post implementation review activities and providing regular updates as part of space planning initiatives and their impact on business performance.- Co-ordinating with cross-functional teams to ensure timely and cost-effective execution of space planning projects.- Managing a team of one, providing guidance, support and development opportunities.- Fostering a culture of innovation and continuous improvement.
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Together we THRIVE...

- **Trustworthy** – we do what we say we'll do and trust others to deliver to the best of their ability
- **Helpful** - we support and challenge each other collaboratively, no matter the role or level.
- **Respectful** - we listen to other views and opinions with consideration and celebrate differences.
- **Inspiring** - we role model what good looks like and lead by example to be better.
- **Valued** - we recognise achievements and appreciate everyone's contributions.
- **Empowered** - we listen and encourage each other to take opportunities.

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

I will be trustworthy by:	<ul style="list-style-type: none">- Developing consistent store layouts that optimise space and reflect customer missions.- Ensuring all layouts comply with standards and regulations (HFSS, DDA, H&S).- Monitoring effectiveness of space allocations and making timely adjustments.- Providing accurate data-led insight for post-implementation reviews.
I will be helpful by:	<ul style="list-style-type: none">- Collaborating with merchandising, operations and marketing to align layouts with strategies.- Supporting store colleagues by leading operational alignment on new layouts.- Sharing clear updates on space planning initiatives and performance impacts.- Co-ordinating cross-functional teams to deliver cost-effective projects.
I will be respectful by:	<ul style="list-style-type: none">- Listening to local needs during sign-off to ensure store layouts are practical.- Balancing customer shopping missions with operational requirements.- Using feedback and performance data to refine space productivity.- Building strong working relationships across business functions.
I will inspire others by:	<ul style="list-style-type: none">- Leading the sign-off process for new stores and cyclical refreshes.- Using customer insight to optimise promotional space placement.- Analysing sales, flow and market trends to guide allocation decisions.- Fostering innovation and continuous improvement in space planning.
I will value people by:	<ul style="list-style-type: none">- Delivering layouts that directly support sales growth and profitability.- Providing evidence-based recommendations to Format and Proposition.- Aligning space planning with wider commercial and product strategies.- Demonstrating measurable benefits from data-led layout decisions.
I will empower others by:	<ul style="list-style-type: none">- Managing and developing a direct report with guidance and support.- Taking ownership of space allocation tables by format and blueprint.- Acting on analysis to recommend changes that maximise productivity.- Driving accountability for delivering space planning projects on time.