

## **Job Title**

Volunteer Merchandising Manager

## **Reports To**

Volunteer Support Officer (Co-ordinator) / MARINELife Management Team

## **Job Purpose**

To source suitable merchandise for MARINELife's to sell via its website and at shows and events.

## **Key Responsibilities**

- Investigate and identify sources for suitable merchandise for selling at shows and events and via the MARINELife website.
- Ensure that merchandise strikes the right balance between quality, safety, profitability, image and compatibility with MARINELife's aims and objectives.

## **Main Duties**

1. Identifying merchandise suitable (quality, safety, profitability) for MARINELife together with possible sources and prices for use at shows, events and on the website
2. Liaise with the Volunteer Support Officer (Co-ordinator) and MARINELife Administrator to assist with ordering and procuring appropriate merchandise
3. Liaise with the Local Events Managers to ensure appropriate selection and quantity of merchandise and other items are supplied for MARINELife shows and events.
4. Stock taking of MARINELife merchandise and keeping up to date records for submission to the MARINELife Administrator
5. Assist the Volunteer Support Officer (Co-ordinator) in defining merchandising needs for the year and assist with stock taking of merchandise items as appropriate
6. It is envisaged that this role will take a couple of hours per week

## **Skills, Qualities and Experience**

*Essential*

- Good communicator and ability to interact with different audiences
- Experience with commercial procurement
- Self motivated, proactive and enthusiastic
- Well organised with good attention to detail
- Flexible working – some evenings and weekend work required
- Access to own computer and IT literate

*Desirable*

- Full understanding of the principles of MARINELife and its work
- Ability to fund raise
- Experience working within a charity or volunteer organisation
- Keen interest in the marine environment