



SUSSED Wales Ltd 4/5 James Street

Porthcawl. CF36 3BG Tel: 01656 783962

Registered Limited Company operating as a Community Co-operative Social Enterprise.

Company No. 5481972

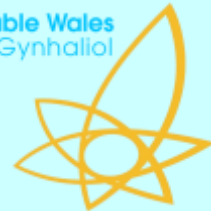
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www.sussedwales.com

Sustainable Wales
Cymru Gynhaliol



SUSSED Wales Ethical Retailer, Porthcawl, requires :-

Job Title: PT Trainee Supervisor/or – funded by Sustainable Wales and Jobs Growth Wales (c.20 hours)

Salary: Initially for 6 months with view to extension.

Send CV and letter of interest to mm@sustainablewales.org.uk by January 10th 2017.

[Link to Online information & application](#)

(<https://ams.careerswales.com/Public/Vacancies/View.aspx?vid=36990>)

A unique opportunity for a highly motivated individual to help a community enterprise develop and flourish as part of a sustainable future.

Training will be provided. Volunteers will assist.

The part-time role requires supervision of retail sales in shop, at events and online of our ethically selected goods. Volunteer coordination, till management, administration and IT skills will also feature.

Responsible to Directors of SUSSED and Sustainable Wales Trustees.

Background

[SUSSED Wales](#) was created by its Porthcawl-based sister charity, Sustainable Wales (SW) as a social enterprise to help diversify the local economy and to help finance the charity in the longer term. [Sustainable Wales](#)

The primary function of SUSSED is to retail ethically sourced, environmentally-friendly or locally produced goods: a '**shop window on the world**', offering educational support and volunteer opportunities.

Based in Porthcawl, SUSSED has a local membership, runs with the support of volunteers and works alongside SW charity (in the same premises) who instigate a range of enterprising, cultural, educational, promotional and outreach activities.

The Post:

The post is part-time (20 hrs) funded by [Sustainable Wales](#) initially for 6 months, with a view to extension.

SUSSED offers the chance to a motivated person to help take forward the coordination and **running of SUSSED's commercial and retail activity**. The post will be supported by the SUSSED Directors, SW Team, volunteers and community partners.

Outline Job Description:

The main responsibilities include coordinating the opening and closing of the shop, working alongside volunteers, managing their rotas; overseeing sales and stock, providing a good customer service; managing the till and end of day reconciliation; maintaining a high standard of cleanliness and supporting the Directors.

This role is ideal for someone who can be flexible, is a confident communicator and a team player. Motivated by sustainable development and experience of the voluntary/community sector would also be advantageous, as would retail/sales experience. IT skills desirable.

*Note: You will be working with a talented team of volunteers of all ages, with a wide range of skills and varying levels of commitment. Part of your role will be to allocate/delegate the following tasks between yourself and the **volunteers, according to each person's preferences and abilities.***

Full training will be provided.

General Shop Management/Stock Control/Overall Sales:

Supervise the needs of the shop with a view to driving up levels of sales and profitability.

Understand and be able to convey the aims of SUSSED

- Maintaining a high level of customer service at all times.
- handling deliveries Helping the from a range of ethical, green and local suppliers and organising pricing.
- Support volunteers/groups/schools providing outreach stalls (stock, educational literature and float money for stalls, etc).
- Be a key-holder with responsibility for overseeing the opening and locking up of premises.
- Maintain a clean and safe working environment at all times.

Help...

- Assist the development and administration of our Sale or Return stock/supplier records
- Coordinate regular shop and window displays, stock rotation etc.
- Organize annual stock-take and help with the Annual General Meeting requirements.

Volunteer Coordination and Partnerships.

- Coordinate monthly volunteer rota and regular meetings (c.6weekly)
- Help recruit *suitable* new volunteers.
- Train volunteers in the use of shop & office equipment, company policies & procedure, effectively communicate relevant knowledge (e.g. office/shop/till/sales/stalls), provide relevant information and knowledge about our ethical goods and key issues.
- Supporting the stock etc. requirements of fundraising and outreach activities of SUSSED and its partner groups.

Takings and Accounts:

- Organise input daily/weekly shop takings (Z-reports) into spreadsheet and service the petty cash use.

Supervise and manage floats for stalls and events and keep a record of takings.

Administration, Accounts & reporting:

- Assist in the organising and scheduling of volunteer meetings.
- Answer calls and enquiries professionally, via phone and internet, or pass to relevant Director etc.
- Update the Directors on achievements and activities in time for their monthly meetings.

Communications, Marketing, Promotion, Media:

- Help with any promotion and marketing of SUSSED goods and services.

Personal Specifications.

The ideal candidate should:

- Have retail experience or a keen desire to increase their experience
- Have excellent communication and coordination skills.
- Be flexible, be able to deputise for absent volunteers in their roles and supervise a rota for Saturday working, as appropriate.
- Be enthusiastic and willing to learn more about **SUSSED's core** principles and key issues including sustainable development, Fairtrade and ethical consumerism.
- Have basic knowledge of Microsoft Office packages.