



Job Description

Job title: Sales & Projects Coordinator (12-month contract)
Hours: 35 hrs/Week – hours can be flexible to meet the role requirements
Salary: Dependent on experience

Post Summary

Thanks to a new Government initiative that offers financial support to small businesses, a new and exciting paid position has been created at Calum's Cabin to support current exciting fundraising projects.

Our ethos is forward thinking and flexible and we view the challenges of the pandemic as an opportunity to review business practices. For the long-term sustainability of our business, Calum's Cabin seek to establish and develop innovative and exciting new ways to raise funds.

One of the new ways is fundraising via e-commerce.

We are excited to announce that we seek to employ an experienced Projects Co-ordinator to manage this new project. We are looking for a creative and organised individual who will help establish and develop a sustainable income stream from the sale of goods. We require development of clear business processes to ensure, going forward, that this funding stream can be maintained as a regular source of income. This potential new funding source is important to the long term sustainability of the charity beyond the pandemic.

The successful candidate will have extensive experience in setting up project systems and logistics planning, be digital savvy particularly concerning retail and online e-commerce sales, with knowledge of online marketing, events and promotion.

The post is funded for a fixed period of 12 months but may be extended subject to the success of the project and funding.

Main Responsibilities of the Post

The following list is a summary of the duties expected from the post holder. This list is not exhaustive and a flexible attitude to duties is expected, subject to changing business needs, but in keeping with the general profile of the post.

1. Key Objectives

- Build systems and procedures to maximise income from the ongoing sale of goods in the e-commerce shop.
- Liaise with and manage deliveries of stock and create storage and process solutions.
- Set up a sorting, streaming, processing and dissemination system for all items and track movement.
- Set up an item pricing system.
- Upload quality images and accurate descriptions of items to the online shop.
- Organise pop-up shop sales and events locally and identify geographic pop-up sales opportunities.
- Regularly update social media across platforms with relevant content and maximise presence online and shop/pop up sales.
- Coordinate and inspire Volunteers to support the above activities.
- Report to the Board monthly and daily update reports to lead Trustee.

3. Objectives to be achieved in the first 3 months

- Familiarisation with the organisation, its core objectives, the operations of the shop and the progress of the project to date.
- Establish relationships internally with staff and volunteers involved in the project.
- Establish relationships externally with partners involved in the project.
- Understand the current capacity of the Charity Shop in Rothesay, the website, auction site and other sales opportunities through Calum's Cabin's social media presence.
- Understand the experience to date from sales through pop-up shop locations.
- Establish procedures for sales of products through the website and the current shop (once it reopens).
- Establish procedures for sales of products through other online mediums, including regular auctions.
- Prepare a pop-up event plan for sales associated with themed calendar events, in specific locations and with targeted Calum's Cabin supporters, volunteers and sponsors.

4. Project Management and Funder Obligations

- Effective reporting on the progress of the project including the development of a project plan and identifying potential issues.
- Full documentation of the project, including an ongoing support plan beyond the 12 months funded period of the project.
- Effective management of new system implementation.
- Submit quarterly update reports capturing progress and key milestones to the funder.

5. General

- Fully understand and support the ethos and objectives of the charity.

- Develop and maintain effective working relationships with all internal and external stakeholders.
- Comply with, and actively support, all the organisation's policies and procedures
- Attend meetings and events out of core office hours (where applicable) as required.
- Carry out any other reasonable duties as required by the organisation.