

## Job Description / Role Profile

<b>Role Title:</b> Retail Manager	<b>Number of Direct Reports:</b> 0	<b>Grade:</b> <b>Salary:</b> £11 per hour (For 12 hours per week)
	<b>Team:</b> Administration	<b>Reports to:</b> House Manager
<b>Created By:</b> S Rumble	<b>Created on:</b> 13/12/2021	<b>Review on:</b> 13/12/2022
<p><b>Context:</b> St Beuno's is a 60 bedroom Catholic retreat house and spirituality centre with a (mainly) residential team. Most retreatants come to St Beuno's for silent, individually guided retreats of varying duration, as well as themed retreats and training courses. The retreats and training relate to our core purpose, but the centre's bookshop is an important resource for our visitors as well as providing a good source of income for the centre. In addition, we currently have stalls for fair trade goods, toiletries and donated goods which will be moving into a purpose built area mid-2022. This role takes responsibility for the management of all merchandising. This will include ensuring we maximise opportunities via suppliers, pricing and reviewing the suitability of incoming donations as well as anything else required to ensure the day to day operational success of the shops.</p>		
<p><b>Role Purpose:</b></p> <ol style="list-style-type: none"> <li>1. To manage and ensure the smooth running of the merchandising side of the retreat house</li> <li>2. To ensure that the centre's merchandising returns a profit</li> <li>3. To manage volunteers as necessary in the donations shop</li> </ol>		
<b>Key Responsibilities: Title and definition</b>		<b>Typical Success Measures</b>
<ol style="list-style-type: none"> <li><b>1. Merchandise Selection</b> <ol style="list-style-type: none"> <li>a) To work with suppliers to source appropriate stock at competitive rates</li> <li>b) To liaise with retreat team and management to gain stock recommendations for the Book Shop and other areas</li> <li>c) To seek to source sustainable goods for the shops</li> <li>d) To price goods</li> <li>e) To provide advice on stock to visitors as required</li> </ol> </li> <li><b>2. Record Keeping &amp; Finance</b> <ol style="list-style-type: none"> <li>a) To maintain accurate stock list, carrying out regular stock checks</li> <li>b) To record sales information</li> <li>c) To ensure all invoices are accurate and passed promptly to the Finance Officer</li> <li>d) To count takings and pass to the Finance Officer for banking</li> </ol> </li> <li><b>3. Management</b> <ol style="list-style-type: none"> <li>a) To liaise with volunteers and ensure that appropriate training is given</li> <li>b) To ensure all paperwork is tidy and appropriately organised</li> </ol> </li> </ol>		<ul style="list-style-type: none"> <li>• Stock sells well and does not remain unsold</li> <li>• Stock is appropriate for courses and ongoing retreats</li> <li>• The enterprises make a profit</li>   <li>• Current value of stock held is known</li> <li>• Suppliers are paid promptly</li> <li>• Monies banked regularly</li>   <li>• Volunteers are clear in what we doing</li> <li>• Management team fully briefed on trading profits</li> </ul>

