

MERCHANDISE MANAGER

Role purpose	Manage club merchandise (merch)		
Reports to	Vice President (Fi)		
Organisational structure	Sub committee (as built by Merchandise Manager, supported by VP Fi & relevant Board/committee members)		
Responsible for	<ul style="list-style-type: none"> • Merch strategy (excluding patrol uniforms) • Design & merch brand development & consistency • Ordering, receiving & managing stock • Working with suppliers • Merch sales (incl Nippers, bronze & SRC camps & key club events) • Merch communications • Stocktakes & sales reports • Coordinating volunteers 		
Skills/attributes/qualifications for role to succeed	<ul style="list-style-type: none"> • Good communication skills, initiative & finding information • Experience planning activities within timelines • Task identification & execution • Ability to build & support a team of volunteers • Medium level financial and technology skills 		
Role duration	Preferably two seasons, to build consistency. Minimum of one season		
Time commitment	Activity	Frequency	Time
	- Merch strategy	Pre-season Sep - Nov	3 – 10 hours
	- Stock management & sales	<i>Pre-season:</i> Sep – Dec <i>Peak season:</i> Dec (1 day/weekend) - Nippers period <i>Season non-peak</i> (mid Jan – Easter) <i>Post-Easter:</i>	10-15 hours 2-5 hours/day 1-3 hours/week 1-3 hours/month (not all mths)
	- Reports & stocktake	3 during season	2-3 hours each
Key stakeholders	Board (especially Director Finance & Admin, Director Member Development, Director Lifesaving Ops, Director Nippers); members & their families; suppliers		
Authorities/delegations	Strategic & financial decisions to be supported by VP Fi & approved by Board per usual decision making processes.		
Position description last reviewed	Reviewer	Fi Blackmore	Date 11/10/2023