



VOLUNTEER ROLE DESCRIPTION

Title: Charity Retail Specialist Advisor

Age UK Surrey are expanding their income generation function by opening charity shops to further engage with local communities. We are recruiting experienced professionals to act as advisors for a 9-month period.

Hours: 9 monthly meetings via Zoom initially (then potentially in Guildford in due course) with the Short Life Working Group (SLWG) April-December 2021

Supported by: Charity Retail Consultant and CEO

Location: Flexible

Role: We are recruiting for a *Charity Retail Specialist*. This role is voluntary with the option to become a Trustee if vacancies allow. We are starting with a blank piece of paper and need you to help us.

Person Specification:

Applicants should have the following:

- Charity Retail experience
- Experience of high level accountability for project initiation and completion
- Ability to deliver results through others whether paid or voluntary
- Working knowledge of Surrey borough and district council areas, town profiling and segmentation
- Knowledge of the management, development and growth of Retail sales including the development of new product ranges and e-commerce
- Experience of driving engagement in local communities through charity retail shops
- Experience of partnership/ collaborative working with key external local partners
- Experience of generating, monitoring and reporting on KPI's then adjusting processes and procedures according to the outcome

- Understanding of how an organisation delivers a service in a local community through the creation and delivery of a defined USP in order to improve the lives of local people.

Recruitment Process

For an informal discussion or more information please contact Jay on 07306 043548 or jay@askcharityretail.co.uk

Please submit a 2-page CV to jay@askcharityretail.co.uk detailing how you meet the criteria detailed in the post you are interested in.

As needed, you will also be asked to complete a Volunteer Registration Form as part of our new Volunteer Induction process.

Interview Process

A panel interview will take place after Friday 24th April with the CEO of Age UK Surrey and two other representatives. This interview will take place virtually, via Zoom.