



SALES AND MERCHANDISE AMBASSADOR

ROLE DESCRIPTION

We are looking for an enthusiastic volunteer to support the work of Layla's Trust in their local community. Generating income from sales of merchandise is an important part of what we do and has the potential to help us to raise thousands of pounds each year. Layla's Trust is eager to take full advantage of all opportunities to sell merchandise that are available to us, both in person at events and also via our website. We require a Sales and Merchandise Ambassador to take on a proactive role in exploring and organising opportunities to sell our merchandise and to be responsible for stock control and order management. The Sales and Merchandise Ambassador will be given a dedicated Layla's Trust email account in order for contact between the ambassador and clients to take place and for the ambassador to keep in regular contact with their appointed trustee and treasurer.

THE ROLE INCLUDES:

- proactively seeking out and organising a variety of opportunities to sell merchandise to the public, both in person at events as well as online via our website;
- attending both Layla's Trust-organised events as well as events organised by Trust supporters where selling opportunities are available to us;
- building and maintaining good relationships with local businesses/organisations and other charities to establish long-term and future sales and merchandise opportunities;
- reflecting on the success of previous sales and merchandise opportunities and reviewing which ones should be repeated/improved upon;
- controlling and maintaining stock levels and ordering of merchandise;
- reporting back to appointed trustee and treasurer.

SALES AND MERCHANDISE AMBASSADOR WOULD NEED TO:

- be flexible in terms of hours worked. It is predicted that this role would require an average of two hours per week. (This would vary according to when events were taking place. However, it should be noted that many fundraising events take place at the weekend and would therefore suit someone who has a reasonable level of availability at these times).
- be a good communicator and be an enthusiastic ambassador for the charity when dealing with the public and people working in local businesses.
- be confident in the use of ICT;
- be self-motivated and have good organisational skills as this role will be managed by the successful applicant and they will be accountable for fulfilling the role to the best of their ability.
- have a full, clean driving licence and access to his or her own transport.
- be willing to undergo a full Disclosure and Barring Service check.
- * It would also be desirable (but not essential) for the ambassador to have access to secure storage.