

UNIFORM and MERCHANDISE COORDINATOR

The Uniform and Merchandise Coordinator is responsible for the procurement, stock management and sale of all uniforms (excluding jerseys) and merchandise sold by the club.

Responsible to

The Uniform and Merchandise Coordinator is directly responsible to the President and members of the club.

Responsibilities and Duties

The Uniform and Merchandise Coordinator should:

- Review the uniforms and merchandise sold by the club in previous years, to determine its suitability for the upcoming year
- Finalise a range of uniforms and merchandise for the upcoming season
- Provide the committee with the recommendations for all uniforms and merchandise for the coming season
- Liaise with the President and Committee to ensure uniforms and merchandise reflect the current opinions and nature of club members
- Work with the Social Media and Website Coordinators to have the club website updated to reflect the current uniform and merchandise information
- Be the primary point of contact for all uniform and merchandise enquiries
- Be the initial point of contact for any issues or complaints from members concerning their uniform and merchandise
- Liaise with uniform and merchandise suppliers as required, and keep accurate records of all transactions
- Be responsible for counting and recording the daily takings with one other person
- Maintain accurate records of uniform and merchandise sales at the Monthly General Meeting
- Undertake a stock-take of the remaining uniform and merchandise at the end of season (on or after 1 October)
- Provide a report to the committee of unsold uniform and merchandise
- Make recommendations to the committee for any changes to the range of uniform and merchandise for the next year

Knowledge and Skills Required

Ideally the Uniform and Merchandise Coordinator is someone who:

- Understands the needs and uniform tastes of the members and club
- Can communicate effectively and has good interpersonal skills
- Is prepared to talk with people to promote and sell the club uniform and merchandise
- Maintain confidentiality on relevant matters
- Is well organised and has the ability to delegate tasks

Time Commitment Required

The estimated time commitment required as the Uniform and Merchandise Coordinator is 10 hours per week.

The Uniform and Merchandise Coordinator is appointed for a 12 month period.