



## Role Description – Retail Assistant

### Responsible to:

1. Retail Manager

**Role Summary:** To support the delivery of retail before and during the Jamboree; including related merchandise and souvenirs

### Responsible for:

- Supporting the Retail Manager with the management of merchandise sales and stock both before and during the Jamboree
- Supporting the Retail Manager and DCC Marketing and Communications with finding suppliers of ASJ2020 brand specific merchandise where appropriate
- Supporting the Retail Manager and DCC Marketing and Communications with the online advance sales of ASJ2020 merchandise
- Supporting the Retail Manager with the procurement and management of cash management facilities for use before and during the Jamboree

### Person Specification:

#### Essential

- Passion for retail
- Willingness to learn
- Strong numerical skills
- Excellent written and verbal communication skills
- Have a sense of humour
- Have the ability to attend evening and weekend meetings and activities
- Have the ability to use electronic communication
- Good interpersonal skills
- Ability to communicate well with young people

#### Desirable

- Previous Jamboree or similar size event experience
- Retail experience including sourcing, stock management and online sales

**Membership Requirement:** A member of the Scout or Guiding associations and hold a current Scouting or Guiding DBS which is valid until the end of AJ2020.