



Role Description – Retail Manager

Responsible to:

1. Deputy Camp Chief – Marketing and Communications
2. Head of Finance

Role Summary: To lead the delivery of retail before and during the Jamboree; including related merchandise and souvenirs with the direction of the DCC Marketing and Communications.

Responsible for:

- Managing merchandise sales and stock both before and during the Jamboree
- Defining, recruiting and managing the Retail team for the Jamboree
- Working with the DCC Marketing and Communications to source ASJ2020 brand specific merchandise
- Procurement of stock in line with agreed finance policies and procedures
- Defining appropriate controls and finance procedures for retail at the event with the assistance of the Head of Finance and DCC Marketing and Communications
- Supporting the DCC Marketing and Communications with the online advance sales of ASJ2020 merchandise
- Procure and manage the procurement of cash management facilities
- Produce financial reports leading up to and post event as required by the Head of Finance

Person Specification:

Essential

- Retail experience including sourcing, stock management and online sales
- Experience of managing a team
- 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

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.