

# Scout Shop Vacancies

**Scouts**  
East Somerset



At Our District Shop in Yeovil:

The vacancy offers three possible options:

OPTION 1: Scout Shop Manager – somebody to take on the full range of tasks involved in managing the Scout Shop, including maintaining stock, processing orders, promotion, banking and manning the shop.

OPTION 2: Scout Shop Sales Assistant – somebody to be responsible on a regular basis for opening/closing the shop and acting as sales person during its open times.

OPTION 3: Scout Shop Relief Sales Assistant – somebody willing to undertake the tasks of Option 2 either on a rota basis or as occasional cover.

For both Options 2 and 3 responsibility for the administrative tasks such as stock, fulfilment of orders etc. would remain with the Shop Manager.

**East Somerset Scout Shop** is a thriving Scouting resource located next to St. Andrews Scout Hall, Grove Avenue, Yeovil. It operates over 2 days per week:

- Friday's (4-6pm) and Saturday mornings (10-12pm).

It is of modest size, but it is a popular and well used facility by leaders, helpers and of course parents and young people. Sometimes the shop is the first or second engagement with the District team for new parents / young people so installing a good first impression and a professional image / environment is an important objective for the District management team.

The Scout shop is equipped with a new card machine for transactions. It also accepts cash and provides a group accounts service to East Somerset Scout groups (Invoices are sent out to groups on a regular basis).

## **Shop Manager Job Overview:**

Manages the successful daily operation of the East Somerset Scout Shop by delivering an exceptional customer experience, transacting sales, processing required orders, reports and paperwork, receiving orders, stocking shelves, managing sale promotions, stock layout and displays, and maintaining a clean and customer friendly environment. Provides support for the District's marketing and communications efforts including: newsletters, promotional materials, special events, yearly calendar, social media and other electronic communications.

As the Scout Shop manager you will be line managed by the District treasurer and District Commissioner.

## **The individual in this position:**

- Operates as the Scout Shop Manager
- Increases store sales
- Provides a great customer service experience
- Ensures efficient day-to-day operation of the store
- Oversees store inventory management and control through the Point of Sale system
- Safeguards cash and inventory
- Implements visual merchandising standards
- Coordinates and processes registrations, orders and records for events, camps and product sales
- Coordinates and maintains content on website and Facebook

- Creates and grows presence of the District provision across social media channels
- Coordinates electronic communications
- Assists in development of promotional materials for recruitment, special events and fundraising
- Assist to build a volunteer active support team for the shop, co-ordinating volunteer rota's for the two days of operations.
- Exemplifies the values of Scouting
- Be fun and friendly

For more information or to discuss the roles and the responsibilities further please contact:

**Pam Burch** (District Treasurer): 01460 241814 or e-mail: [scoutshop@eastsomersetscouts.org.uk](mailto:scoutshop@eastsomersetscouts.org.uk) or [treasurer@eastsomersetscouts.org.uk](mailto:treasurer@eastsomersetscouts.org.uk)