



Job Title: Buyer & Corporate Donations Manager - Retail

Salary £35,000 - £40,000 (all other areas)

Reports to: Digital Retail Manager

Location: National role (flexible office base but travel is required)

Who are we?

Shaw Trust is a charity helping to transform the lives of young people and adults across the UK and internationally.

Our specialist services help people gain an education, enter work, develop their career, improve their wellbeing or rebuild their lives. As a charity we add value to every service we deliver by investing back into the people and communities we support.

Shaw Trust is one of the largest 25 charities in the UK. Comprising Shaw Trust, Prospects, Ixion and Shaw Education Trust, we use our 75 years' combined experience to support people to develop their potential. By joining together we are working to reach one goal: to help transform the lives of one million young people and adults each year by 2022.

Working with us gives you far more benefits than a standard package; it gives you the chance to help turn someone's life around.

What we need?

A Buyer and Corporate Donations Manager to assist with the development and delivery of Shaw Trust retail offering.

To ensure Shaw Trust product range is competitive and relevant to our target audiences as well as optimised to generate maximum surplus to be reinvested in charitable projects.

To lead on sourcing and developing new product ranges that achieve sales and profit plans for all sales channels. To build assortments that meet Shaw Trust's values and quality standard that differentiate Shaw Trust in the marketplace and meet needs of Shaw Trust clients.

To play a major role in building long lasting relationships with Corporate partners to source goods for our retail sales channels– online and offline, costing and donated goods.

Are you right for the job?

- Do you have a strong background in sourcing, buying, evaluating product/stock ranges (fashion clothing and household or similar items)?
- Do you have experience and evidence of working and contracting with range of suppliers
- Do you thrive in an environment that encourages you to find new ways to help people?
- Do you have a strong track record of achieving targets?
- Do you motivate people, work well in a team and stay focused under pressure?
- Do you have experience of working with corporate partners to generate donated goods or services?
- Do you have experience of working with corporates in a fundraising environment?

PERSON SPECIFICATION

Job Title: **Buyer and Corporate Donations Manager**

(E = Essential D = Desirable)

Core Competencies

- Embraces change and drives continuous improvement (E)
- People centred in a commercial framework, takes accountability for results (E)
- Demonstrates a passion to further the charitable aims of the organisation and acts with integrity (E)
- Collaborates and unites with others behind the organisations mission (E)
- Provides a best in class service to all customers internal and external (E)

Experience

- A track record of successfully negotiating the best terms, measuring quantity and quality alongside delivery conditions – all at the most competitive prices **(E)**
- Have a strong sourcing strategy and proven track record in delivering and improving margin requirements **(E)**
- Proven buying experience in sourcing a range of quality ends of lines, shop returns and surplus stock etc. to meet the growing demand from a diverse range of customers **(E)**
- Research and sales projection experience **(E)**
- Product sampling experience **(E)**
- Experience of managing and developing suppliers.
- Experience of reading and negotiating commercial contracts.
- Experience in achieving sales targets **(E)**
- Project management experience **(E)**
- Experience of ecommerce **(D)**
- Knowledge of charity retailing **(D)**
- Experience of working with corporate partners to procure goods and services **(E)**
- Experience of working within a fundraising environment **(E)**

Skills and Attributes

- Strong analytical, evaluation, communication and influencing skills **(E)**
- Creative, with an eye for product and trends **(E)**
- Excellent interpersonal and communication skills. Ability to build effective working relationships **(E)**
- Strong negotiating and influencing skills. Persuasive communicator **(E)**
- High level of computer literacy - MS Office, Word, Excel, Outlook and using Product Databases **(E)**
- Understanding of transport logistics in order to manage stock collectors efficiently **(E)**
Excellent logistical and organisational skills and methods to manage deliveries and movement of stock between multiple sites **(E)**
- Ability to identify and develop new business opportunities **(E)**
- Sound understanding of finance and capable of preparing budgets and costings. **(E)**
- Excellent interpersonal, communication and presentation skills. **(E)**
- A flexible approach and ability to cope with the varying demands of the role. **(E)**
- Ability to professionally represent Retail on internal and external groups/committees **(E)**

Personal qualities, communicating and relating to others

- Good organisational, planning, time management and analytical skills. **(E)**
- Results orientated team player **(E)**

<ul style="list-style-type: none"> • Self starter able to work on own initiative. (E) • Strong negotiating skills (E) • Ability to prioritise own workload to meet deadlines and work under pressure (E)
Safeguarding <ul style="list-style-type: none"> • Be able to display an awareness, understanding and commitment to the protection and safeguarding of young people and vulnerable adults (E) • This post requires a Disclosure and Barring service check at a Basic level (E)
Other <ul style="list-style-type: none"> • Have an understanding of and be able to demonstrate a commitment to Equal Opportunities and Diversity (E) • Understanding of Shaw Trust business. (D) • Ability to travel on behalf of the Trust as required (E). • Good understanding of disability issues (D).

Main Duties and Responsibilities

1. Source and manage delivery of Shaw Trust new goods – bought in or donated - product offering for each channel ensuring it achieve sales and margin targets.
2. With the support of Retail Administrator, manage every aspect of donated and purchased stock including purchase orders and systems data input for suppliers and lines.
3. Identify manufacturers and retailers for building strong partnership and to source goods.
4. Set and monitor and improve supplier performance criteria: margin, delivery/lead times, quality, communication and innovation.
5. Understand product cost drivers and be able to develop products that meet margin plans without sacrificing product impact and quality.
6. Introducing potential/new product ranges in line with the Shaw Trust retail offering with the goal of maximising profit and minimising risk.
7. Responsible for Profit and Loss, budgets on all stock purchases.
8. Manage range development process, ensuring involvement of senior team, stores and online retail teams at the relevant stages to agree finalised ranges.
9. Analyse sales performance and stock control while developing the best selling lines as an integral part of the future range build.
10. To understand the customer for each channel to ensure best fit - in terms of price and quality.

11. Acquire a thorough knowledge of competitors, trends and constantly look for new opportunities.
12. Work with the Visual merchandiser to define and deliver seasonal trading plan.
13. Responsible for retail pricing, in line with the competition and the expectations of customers while retaining margin
14. To represent the charity with the Reuse Network building relationships inwardly with them as a body and expanding our network of suppliers from this source.
15. To undertake other duties and responsibilities as required.
16. To participate in training and undertake appropriate learning and development, as identified through regular appraisal and reviews with line manager.

Other

1. To undertake any further training as identified in the Shaw Trust review procedures.
2. Ensure that safe working practices are followed in respect of COSHH and other Risk Assessment control measures.
3. Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts of omissions whilst at work. Employees are also required to co-operate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees.
4. To understand, comply with and promote Shaw Trust's safeguarding policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all. Everyone must adhere to the 5 Rs in relation to possible abuse: Recognition, Response, Reporting, Recording and Referral. The Trust can only ensure its dedication to the protection of vulnerable people with the full cooperation of its employees.
5. The Trust has an Equality and Diversity Policy and it is the responsibility of all staff to comply with this. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct.
6. To maintain the confidentiality about clients, staff and other Trust business. The work is of a confidential nature and information

gained must not be communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act at all times.

7. To maintain awareness of risk and to take personal responsibility for ensuring that the Trust is not unnecessarily exposed to risk. To report any issues or concerns relating to risk and the effectiveness of the Trust's risk management arrangements.
8. Be aware of, promote and implement Shaw Trust's Risk, Quality and Information Security Management Systems.
9. To report to line manager, or other appropriate person, in the event of awareness of bad practice.
10. Recycle and manage energy within your environment.

This job description is intended to provide a broad outline of the main duties and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.