



Surfers Against Sewage
Unit 2, Wheal Kitty Workshops
St Agnes, Cornwall, TR5 ORD

T: 01872 553 001 **F:** 01872 552 615
E: info@sas.org.uk **W:** www.sas.org.uk

JOB DESCRIPTION

The Position:

Role:	SAS Retail & Administration Co-ordinator
Responsible to:	Head of Fundraising
Responsible for:	N/A
Salary:	£16,000 - £20,000 per annum DOE
Hours:	37.5 hours a week
Contract:	Permanent
Based:	SAS HQ, Unit 2, Wheal Kitty Workshops, St Agnes, TR5 ORD
Probationary Period:	6 months
Holidays:	25 days per year plus Bank Holidays

Overall Purpose of the job:

Team SAS are looking for a creative and organised Retail & Admin Co-ordinator to join our growing team to assist with the production of SAS merchandise & administrative duties at its oceanfront HQ in St Agnes, Cornwall. This role would suit a creative, numerate and very well-organised individual who is able to work reliably often on their own initiative but wants to be part of a dynamic team. Excellent verbal and written communication skills, numeracy and energy are vital.

Main responsibilities:

- Developing the SAS range of clothing & accessories, this includes the design, sourcing and manufacturing.
- Co-ordinate relationships with merchandise designers, suppliers & printers.
- Develop & implement a marketing plan to ensure merchandise income targets are met; this will include digital, print & social media.
- Manage the merchandise income & expenditure budget.
- Maintain & update the SAS online shop.
- Managing on site shop, be the welcoming face of the SAS shop
- Manage the order processing, picking & packing, shipment & stock replenishment.
- Work with the Finance Manager to complete quarterly stocktakes, update SAGE and ensure income is recorded correctly.





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- Manage the SAS shop at outside events, e.g. Boardmasters Festival
- Customer Service, ensuring all customer queries are dealt with quickly & efficiently.

General office administration

- Office post; ensuring post is sent out daily
- Answer general phone calls during busy periods.
- Responding to shop@sas.org.uk queries.
- First point of contact office systems – i.e. computers, phones, photocopier – liaison with suppliers to resolve issues.
- Responsible for maintenance of van, environmentally friendly breakdown cover, insurance and tax etc.
- Responsible for insurance, fire, and health and safety provisions in the office.

Health & Safety

Ensure that all activities fulfil SAS's Health & Safety requirements, take part in H&S training.

Other

- An ability to be flexible as the organisation requires, you may be required to undertake other areas of work and should be prepared to undertake duties appropriate to the post, as delegated by the Chief Executive;
- All staff are required to abide by organisational policies and procedures.
- Adopt a positive approach to personal and professional development; engaging in one to one meetings and relevant training.
- To be aware of, and act on, relevant health and safety responsibilities as an employee of SURFERS AGAINST SEWAGE and adhere to these wherever you are working.
- To maintain confidentiality in all areas of work at SURFERS AGAINST SEWAGE.
- To carry out any other duties as are within the scope, spirit and purpose of the post as requested by your line manager or any other member of the SURFERS AGAINST SEWAGE team.

