



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

PERSON SPECIFICATION

Role: SAS Retail & Administration Co-ordinator

This section details with the experience, knowledge, skills and personal qualities required for the role. We require an individual with experience in retail / merchandise and preferably some online merchandise knowledge.

	ESSENTIAL	DESIRABLE
EXPERIENCE		
At least 2 years' experience of working in a shop / merchandise role	Y	
KNOWLEDGE		
Educated to GCSE or equivalent level, or equivalent work experience	Y	
Knowledge of the charity fundraising sector		Y
Knowledge of retail sector	Y	
Knowledge of online merchandise systems		Y
Excellent knowledge of Microsoft Office software, Word, Excel, PowerPoint	Y	
An interest in and knowledge of the work of Surfers Against Sewage	Y	
Knowledge of website administration		Y
Knowledge of WooCommerce		Y
Knowledge of financial management, income & expenditure budgets	Y	
SKILLS		
Excellent attention to details	Y	
Multi-tasking	Y	
An aptitude for figures	Y	
PERSONAL QUALITIES		
Commitment to the work of Surfers Against Sewage	Y	
Ability to work and get on with people at all levels of and organisation and the general public	Y	
Outgoing, a sense of humour and ability to fit into a close-knit team	Y	
Confidence in own abilities	Y	
Ability to manage own time & work load, work to tight timescales and meet deadlines	Y	
Flexible, reliable and adaptable with an innovative approach to problem solving	Y	
A "can do" attitude to work and working relationships	Y	



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Required to work weekends & evenings as necessary	Y	
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