



**OXFAM**  
Ireland

**Who we are! What we do!**

*Oxfam is a global movement of people who won't live with the injustice of poverty. Together we save lives and rebuild communities when disaster strikes. We help people build better lives for themselves. We speak out on the big issues that keep people poor, like inequality and discrimination against women.*

**Role Title**

**Retail Team Member**

**Overview of Role**

On successful completion of full training, this role will be responsible for the running an Oxfam Ireland shop for the duration of full shifts or day(s); including opening and closing; volunteer ad monetary management, as well as consumer query resolution.

\*\*\*\*This is an excellent opportunity for an enthusiastic and well organised individual, with a willingness to learn, to gain managerial training and experience in the retail sector.

**Key Tasks**

- Volunteers who can assist in daily shop operations.
- Replenishment and rotation of stock
- Managing stock levels and making key decisions about stock control
- Pricing, labelling and processing of stock
- General housekeeping
- Receiving donations
- Greeting and interacting with customers
- Dealing with customer enquiries and resolve anu customers issues
- Till duties and cash handling
- Banking at the end of each day
- Promote shop initiatives Maintaining shop standards
- Maintaining stores visual presentation
- Preparing promotional materials and displays
- Checking and responding to internal communications e.g. email and memos

<b>Location</b>	Various
<b>Commitment</b>	Minimum 8 hours per week is required
<b>Managed by</b>	Shop Manager
<b>Skills and experience required</b>	<ul style="list-style-type: none"> <li>• Enthusiastic</li> <li>• Good verbal communication and numerical skills</li> <li>• Open and approachable</li> <li>• Polite and positive manner</li> <li>• Basic IT skills</li> <li>• Team player</li> <li>• Ability to work on own initiative</li> <li>• 18 years+</li> <li>• Willing to complete training across all areas of shop management</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Experience of leading or working as part of a team on voluntary, educational or employment basis</li> <li>• Experience working in retail sector</li> </ul>
<b>Training &amp; Induction</b>	<ul style="list-style-type: none"> <li>• Overview of Oxfam Ireland</li> <li>• Volunteer team meet &amp; greet</li> <li>• Induction provided on volunteer role commencement will include: manual handling, health and safety, pricing and stock processing, point of sale system, customer service training and Oxfam Ireland policies and procedures.</li> </ul>
<b>Personal Development Opportunities</b>	<ul style="list-style-type: none"> <li>• The ability to lead and motivate a team</li> <li>• Communication and 'people' skills</li> <li>• Retail market awareness</li> <li>• The ability to work under pressure and handle challenging situations</li> <li>• Decision-making skills</li> <li>• The ability to understand and analyse sales figures</li> <li>• Planning and organising</li> <li>• Development of visual merchandising skills</li> <li>• Add valuable experience to your CV</li> </ul>
<b>Expenses</b>	<ul style="list-style-type: none"> <li>• Local travel costs from your home to and from your shop will be fully reimbursed</li> <li>• Lunch expenses can be claimed when you volunteer more than five hours in a day</li> </ul>
<b>Apply</b>	<ul style="list-style-type: none"> <li>• To apply for this role <a href="#">CLICK HERE</a></li> </ul>