

**JOB DESCRIPTION:** Trading Officer

**Salary:** £23,553-£27,791 FTE  
(0.6 FTE: actual salary £14,132-£16,675)

**Location:** NWWT Head Office, Bangor  
(considerable flexibility re. home-working + probable short-term requirement)

**Responsible to:** Fundraising Director

**Contract duration:** 2 years (with a view to extension if successful)



## 1. OVERALL PURPOSE OF THE POST

- To generate unrestricted income for NWWT through sales of goods, whether through physical outlets or online. (NWWT's existing shops are situated at the Great Orme and Breakwater Country Parks.)

## 2. PRINCIPAL RESPONSIBILITIES

The bullet points below cover the day-to-day operations associated with the Trading Officer role. **However** – it is crucial that applicants understand that the post-holder must also both ...

- a) continually evaluate the sustainability of NWWT Trading Ltd's current operations; and
- b) prepare/implement business plans to sustainably expand the business's activities and profits

... in order to warrant a 0.6 FTE post at the salary available.

*Day-to-day responsibilities include:*

- Ensuring that NWWT's trading outlets are staffed with volunteers; promoting opportunities and recruiting new volunteers as required by whatever means necessary; and generally acting as primary liaison point and supporting person for all Trading-related volunteers.
- Working occasional shifts in the shops if volunteers are unavailable; and attending events where opportunities present themselves.
- Placing orders with new and existing suppliers; evaluating new ranges and profit margins as necessary.
- Arranging for deliveries of goods to NWWT's Head Office to be checked, priced and packed for further delivery to the shops.
- Managing relationships with shop landlords, including any issues relating to the physical condition of the buildings.
- Setting up and setting down each shop at the start and close of each trading season, and managing the annual stocktake.
- Keeping all relevant financial paperwork in good order, and managing all related transactions, with support from NWWT's Finance & Administration Manager.
- Ensuring that local volunteer groups and NWWT staff attending events are provided with stock to sell.

- Ensuring that all the necessary administrative processes for the smooth running of a company are undertaken, with support from NWWT Trading’s Board.
- Managing, promoting and developing all aspects of NWWT Trading’s online sales (mostly through Ecwid/NWWT’s website).
- Ensuring that all NWWT Trading’s processes comply with relevant regulatory frameworks and standards, including re. fundraising, safeguarding, data Protection and health and safety.

The above list is not exhaustive and the post-holder will, from time to time, be required to undertake other duties consistent with the purpose of the post.

This post may require occasional anti-social and weekend working. NWWT operates a TOIL system.

### 3. PERSONAL REQUIREMENTS

Criteria	Essential The post-holder must:	Desirable The post-holder should:
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Be educated to A-level standard (or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>• Possess a recognised qualification directly relevant to the post</li> <li>• Be educated to degree level</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Have at least 2 years’ retail experience managing physical shops</li> <li>• Have at least 2 years’ experience of managing staff and/or volunteers</li> <li>• Have experience of managing budgets</li> <li>• Have demonstrated innovation within a restricted budget to increase ROI, including launching new services/outlets</li> </ul>	<ul style="list-style-type: none"> <li>• Have at least 2 years’ previous retail experience managing an online shop</li> <li>• Have some experience of managing a physical charity shop</li> <li>• Have previous experience in successful project/campaign management</li> <li>• Have experience of using tracking programs (e.g. Google analytics) to monitor digital behavior</li> </ul>
<b>Knowledge, Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Be familiar with a range of computer packages, including Microsoft Office</li> <li>• Hold a full UK Driving Licence, with access to their own vehicle</li> </ul>	<ul style="list-style-type: none"> <li>• Be familiar with specialist software packages or online platforms that might support the post</li> <li>• Possess an up-to-date working knowledge of the functionalities of social media platforms, including Twitter, Facebook, Instagram and YouTube</li> <li>• Be able to speak, read and write in Welsh</li> <li>• Demonstrate an awareness of the work of NWWT, the wider environment sector and wildlife and conservation in general</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• Be positive, cheerful and empathetic</li> <li>• Be able to successfully manage several competing priorities simultaneously and to fixed targets</li> <li>• Be able to work flexibly and efficiently under their own initiative</li> <li>• Be adaptable, resilient and an excellent team player</li> </ul>	

#### **4. SALARY AND CONDITIONS OF SERVICE**

<b>Salary:</b>	£23,553-£27,791 FTE (0.6 FTE: actual salary £14,132-£16,675)
<b>Annual Leave:</b>	24 days plus bank holidays pro rata
<b>Sick leave:</b>	In accordance with the Department of Health's Statutory Sick Pay Scheme.
<b>Pension:</b>	Contribution of 6% towards stakeholder pension scheme.
<b>Probation:</b>	New entrants to the service shall be subject to a probationary period of 6 months.
<b>Notice:</b>	Period of notice to terminate employment is one month's notice from the employee, and 1 week to 12 weeks (depending on time in service) from the employer.