

Job Description

Job title: Merchandise Coordinator

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1. The Merchandise Coordinator will be able to work with external suppliers to design and deliver club merchandise as agreed with the Executive Committee.
2. The Merchandise Coordinator should be able to work with external suppliers to translate the merchandise requirements from the club into quality products that are fit for purpose within the club.
3. The Merchandise Coordinator will be the single point of contact between Swindon Dolphin and all the clubs external suppliers unless alternative arrangements are ratified by the Executive Committee.
4. The Merchandise Coordinator MUST disclose to the Executive Committee any personal links they have with an external supplier, which could potentially lead to a conflict of interest situation or bring the club into disrepute (see Members Code Of Conduct)
5. The Merchandise Coordinator MUST NOT accept any personal gifts or other services from an external supplier which could be interpreted as a bribe or favouritism towards that supplier without prior approval from the Management Team.
6. The Merchandise Coordinator is authorized to negotiate the best possible deal (including club / group discounts etc) with an external supplier to benefit the club. Such deals need to be documented and shared with the Executive Committee.
7. Provide the Executive committee with monthly report based on ideas, cost and projected revenues gained form Swindon Dolphin branded kit.
8. Actively seek out opportunities to promote the Swindon Dolphin brand, which includes sponsorship opportunities to benefit Swindon Dolphin either as a club or team.
9. Will work with the Executive Committee to identify the best appropriate ordering windows for club kit ordered online, and monitor/maintain the stock levels of kit the club holds in stock (ie hats / water bottles)

Requirements:

The ideal applicant will have good organisational skills. The ability to identify and work with external suppliers on behalf of Swindon Dolphin would be beneficial.

Reporting to:

Primarily reporting to the Executive committee.

Appointed by:

Nominated by the Swindon Dolphin Executive following the AGM as per the Swindon Dolphin Constitution.