



MERCHANDISE CONTROLLER Role Descriptor

PURPOSE

To organise, control and develop merchandising within the club.

MAIN FUNCTIONS AND DUTIES

1. Promotion

- To promote and lead merchandising within the club to support the requirements of members as defined and agreed by the committee to deliver branded merchandise
- Research and procure any items of equipment as requested by Committee
- Coordinate with the Publicity Officer as required to promote the Club Merchandise
- Establish, maintain and develop relationships with partners as required

2. Online Shop

- Manage all aspects of the relationship with the Online Shop provider to ensure that it is operating effectively to meet the needs of the Club
- Ensure kit designs and available stock is 'refreshed'/current and appropriate
- Ensure that the Online Shop is accessible from the Club Home page and 'Open' to meet the demands of the club

3. Direct Sales

- Procure and sell appropriate products that are not available through the Online Shop to support the training and development of the members e.g Coaches and STO shirts; floats, paddles, caps.

4. Financial

- Provide the Treasurer with all supplier invoices for settlement
- All sales to be added to TeamUnify accounts by advise to Treasurer rather than cash/cheque
- Review pricing & current stock of merchandise quarterly with Treasurer

5. Communication and correspondence

- Be the first point of contact for all merchandising enquiries
- Attend committee meetings and give reports as required to key club officers



PERTH CITY SWIM CLUB

6. Record Keeping

- Maintain pricing and catalogue records for all items of merchandise (all financial records for income & expenditure maintained by Treasurer)

SKILLS / ATTRIBUTES

- Passion & enthusiasm
- Good organisation and communication skills
- Reliable & trustworthy
- Approachable & friendly
- Excellent negotiating skills

REQUIREMENTS

- To have a knowledge of swimming merchandise
- To liaise with Club Treasurer on finances
- To ensure accurate records are kept
- To report to Club Committee on activities
- Be a member of Scottish Swimming
- Sign and adhere to the Club's Volunteer Code of Conduct

TRAINING AND SUPPORT

- Support of the Club Committee