

Irish Girl Guides: Guide Shop Manager (Part Time) **(<https://www.activelink.ie/node/114622>)**



GUIDE SHOP MANAGER

Irish Girl Guides (IGG) is recruiting a Shop Manager to manage the Guide Shop and Distribution Centre part time (4 days) based at National Training Centre in Tallaght. The Guide shop sells uniforms and badges plus other merchandise primarily to members of the organisation via online and click and collect sales.

The Irish Girl Guides' mission is to enable girls and young women to develop to their fullest potential as responsible citizens of the world. This is achieved by the volunteer Leaders running a non-formal educational programme with 500 units across all counties in the Republic of Ireland.

Key objectives of the role

Finance responsibilities

- Responsible for ensuring completion of shop administration tasks
- Ensure that the Distribution Centre operates as a self-financing entity within IGG through performing stock and sales analysis
- Report to CEO and Finance Committee as required
- Produce a status report for Board using MS Word, Excel and Sage
- Produce reports whenever required for Finance using Sage and Excel
- Monitor and maintain cost saving software upgrades and work with external suppliers on implementing as required
- Manage stock data input responsibilities in Sage and liaise with Accounts Administrator ensuring supplier information is provided, approval of purchase of stock complete and credit notes for returns are issued
- To liaise with IT Officer, Woosage and Juvo as required when issues arise on website

Stock Management

- Source and purchase stock, manage stock control and update website as required
- Research new suppliers and maintain strong relationships with current suppliers
- Processing and distribution of stock as and when required including bi- annual inventory check

Retail responsibilities

- Ensure and deliver the highest standard of customer service to every customer
- Co-ordinate and manage daily retail requirements
- Co-ordinate and manage/delegate web sales
- Promote IGG merchandise for sale via internal IGG communication channels

HR responsibilities

- Lead and motivate a small Guide shop team in National Training Centre
- Source, interview and appraise Guide shop staff following the support and supervision policy and other HR policies and procedures of IGG
- Induct and train all new Guide Shop employees in line with IGG policy and procedure

Other responsibilities

- Liaise with Volunteer Committee Chairs regarding resources required
- Liaise with CEO and Finance Committee on budget and pricing policies
- Contribute positively to the overall staff team within IGG
- Other ad hoc duties as requested by the Chief Commissioner or line manager
- Operate within the policies and procedures of IGG
- Awareness, knowledge and understanding of the ethos, culture and practice of Irish Girl Guides and be able to promote accordingly

Key Essentials

- Experience of managing a small business or shop
- Ability to always communicate with team members and suppliers in an effective, pleasant, courteous and tactful manner
- Proficient in the use of MS Excel and Word
- Good knowledge of Sage 50 accounts or similar accounting and stock control package
- Knowledge of uploading content to WordPress would be an advantage
- Experience of working with both volunteers and paid staff
- High level of integrity and rapid following up of all tasks is key
- Must be able to multitask and meet deadlines
- Be reliable, flexible with the tenacity to get the job done
- Occasional weekend work will be necessary

Conditions

The contract for this role is for 29 hours (4 Days) per week and the rate of pay is €15.91 per hour. Occasional evening and weekend work is required, for which time off is given in lieu. Annual leave is 21 days per year pro rata (18 days) along with 4 company days at Easter and Christmas pro rata. This job is based in the National Training Centre in Tallaght and may involve a small amount of travel outside of Dublin.

Application

If you wish to be considered for this position, please submit a letter of application together with a copy of your CV to Karina Early at operations.manager@irishgirlguides.ie (<mailto:operations.manager@irishgirlguides.ie>) by 5pm Monday 14 April 2025.

Region

Tallaght, Dublin

Date Entered/Updated

24th Mar, 2025

Expiry Date

14th Apr, 2025

Source URL: <https://www.activelink.ie/vacancies/community/114622-irish-girl-guides-guide-shop-manager-part-time>