



# Volunteer Role Profile

## Shop Manager

Reporting to: Lucy Moriarty (Operations and Learning Manager)  
Laura Kinnear (Curator)

### **Purpose of Role:**

To work as part of the Volunteer team at Holst Victorian House (HVH) managing the small onsite shop

### **Anticipated Time Contribution:**

(3 ½ hours) each fortnight when the Museum is open.

### **Duties:**

Volunteers are required to:

- Work with the Curator to source new stock
- Decide on the sale price – enough to cover the cost of each item and give you a profit.
- Unpacking, pricing and shelving (or storing) items when they arrive.
- Input new stock onto the till.
- Maintain stock levels, keeping an eye on what does & doesn't sell and adjusting your ordering accordingly.
- Carry out an annual stocktake (by end of March)

### **Skills:**

*Shop Manager needs to have:*

- ✓ Enthusiasm and an eye for visual merchandising
- ✓ IT skills, training can be provided.
- ✓ A willingness to work as part of a team and be adaptable and flexible.
- ✓ A tidy appearance and a reasonable level of fitness (e.g. able to climb stairs).
- ✓ A willingness to develop new skills and meet new people.

### **Benefits:**

*Shop Manager Will:*

- ✓ Become a Member of the Holst Birthplace Trust (as a Volunteer Member) enjoying all the benefits this membership brings.
- ✓ Have the chance to learn new skills and make new friends.

## **Training and Support:**

*Shop Manager will :*

- ✓ Receive a full induction to volunteering at the Museum, including access to the Volunteers' Handbook and Museum policies and procedures.
- ✓ Receive training in all aspects of the role including using Zettle, our till system.
- ✓ Have the opportunity of attending 'refresher' training and training related to new procedures or equipment.
- ✓ Have the opportunity to attend briefings and group discussions relating to their role as a Volunteer.
- ✓ Receive support from the Operations Manager and Curator with solving any problems they may experience in their volunteering at the Museum.