



POSITION DESCRIPTION

**One Girl is looking for a Volunteer Shop
Manager. Is it you?**

ONE GIRL

VOLUNTEER SHOP MANAGER

One Girl is looking for a new Volunteer Shop Manager to support our creative communications team with running the One Girl Shop! Our dream candidate is someone who has a passion for ethical and sustainable shopping, has excellent customer service skills, is excel savvy, and has a passion for girls' education. The Volunteer Shop Manager will be responsible for researching and developing the product range in the One Girl Shop, developing sales targets, and making sure day-to-day orders are processed efficiently.

The new Volunteer Shop Manager will work closely with our communications team to create marketing strategies for the shop at key times of the year, such as Mother's Day and Christmas.

Our Volunteer Shop Manager will also play a vital role in managing the distribution of our school dresses for our Do It In A Dress campaign! From August until mid-November our shop sales ramp up, so more time in the One Girl office may be required. The Volunteer Shop Manager will also help support a small team of volunteers during this busy campaign period. This role requires regular travel to an Australia Post office or Express Post Box.

Perhaps you're studying fashion, have a passion for sustainability or have experience with Shopify – this role could be perfect for you!

We want someone who isn't afraid to think big and bring fresh ideas to the table about how we could make the One Girl Shop bigger and better.



WHAT'S IN IT FOR YOU?

- You'll get the opportunity to develop and grow the One Girl Shop based on your research into ethical and sustainable products.
- You'll help us bring in revenue to support our four girl-focused education programs in Sierra Leone and Uganda – and you'll get to see the impact an education can have for a girl and her family.
- You'll get to work directly with our communications team and indirectly with the rest of our incredibly committed, fun, and inspiring team!
- You'll get to develop new skills, meet new people and create new relationships within the non-profit, social enterprise and fundraising industry.
- Besides all this, we're a pretty amazing organisation to work for. Most people who join us never want to leave. Seriously.

RESPONSIBILITIES

- Researching and collaborating with ethical suppliers to develop One Girl Shop products.
- Helping the One Girl team to create and hit sales targets.

- Monitoring small budgets.
- Maintaining financial records of transactions and top-selling products.
- Interacting and dealing with the One Girl community about sales, queries or (hopefully not many) complaints.
- Overseeing stock control.
- Regular drop-offs to Australia Post for international orders or Express Post boxes.



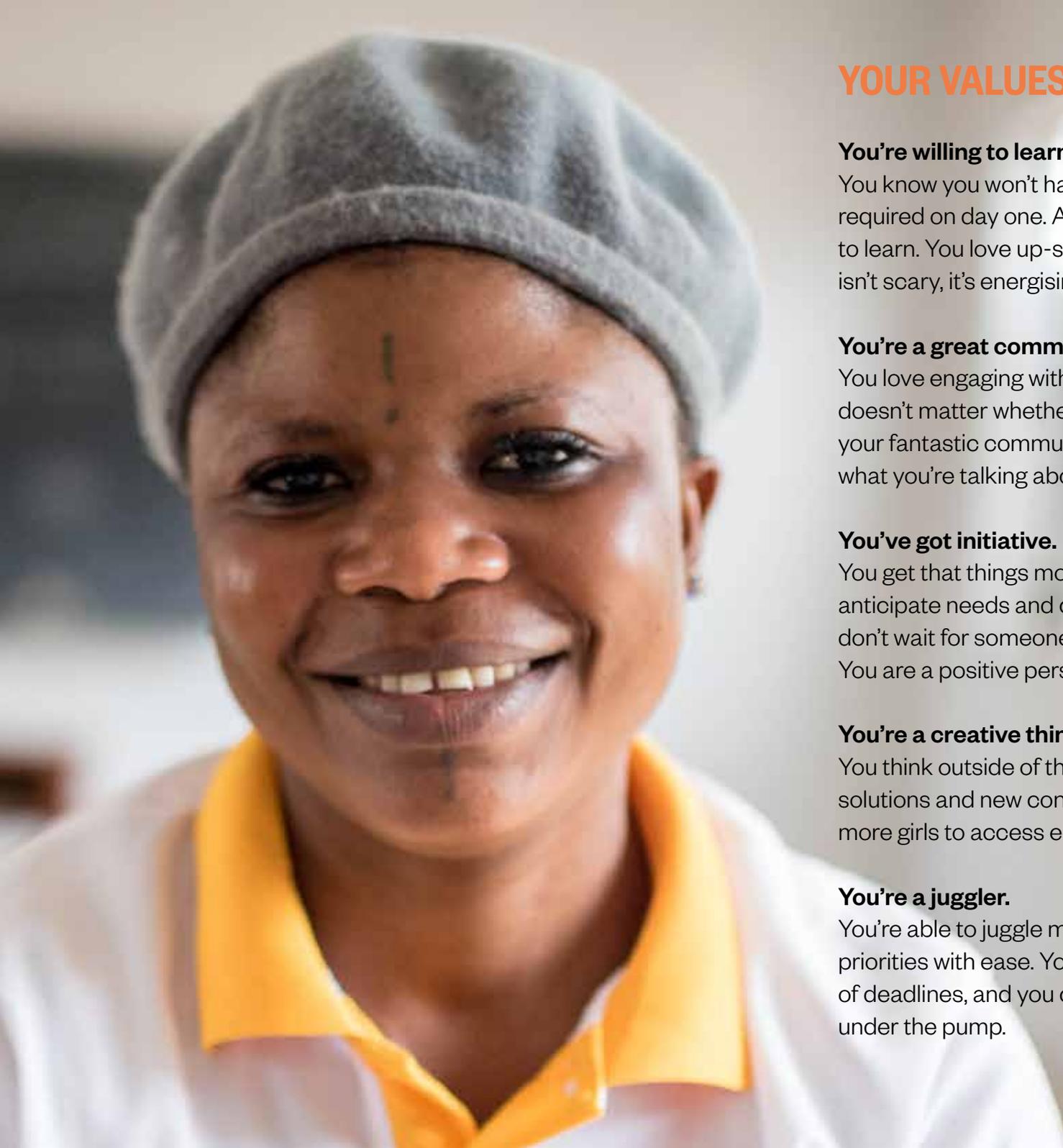
At One Girl, we believe that *every girl* on the planet *has the right to an education.*

No matter where she is born, how much her family earns, what religion she adheres to or what her culture says, *every girl deserves the opportunity to learn, grow, and be the best she can be.*

We're on a huge mission to change the world, one girl at a time.

We know *we can't do it* alone – and that's why *we need you!*

ONE GIRL



YOUR VALUES AND COMPETENCIES

You're willing to learn.

You know you won't have all the knowledge, skills, and experience required on day one. And you're okay with that because you're willing to learn. You love up-skilling and the prospect of learning on the job isn't scary, it's energising.

You're a great communicator.

You love engaging with people from all ages and all walks of life. It doesn't matter whether you're communicating verbally or in writing, your fantastic communication skills mean everyone knows exactly what you're talking about.

You've got initiative.

You get that things move fast and you're not fazed by that. You anticipate needs and can identify gaps that need addressing. You don't wait for someone to tell you to do a task – you just get it done. You are a positive person who lifts people up.

You're a creative thinker.

You think outside of the box and aren't afraid to present ideas, solutions and new concepts that will help One Girl grow and enable more girls to access education.

You're a juggler.

You're able to juggle multiple tasks, areas of focus, and competing priorities with ease. You're cool, calm and collected in the face of deadlines, and you can produce quality work even when under the pump.

EXPERIENCE AND QUALIFICATIONS

Our dream candidate is someone with sales experience, is highly motivated and has the following skills:

1. Excellent communication and people skills.
2. Customer service experience.
3. Keen interest in ethical and sustainable shopping.
4. Sales budget development, sales data analysis and report writing.
5. Ability to analyse trends in the market.
6. Experience using Shopify and Excel.
7. Good planning and organisational skills.

TIME COMMITMENT

This volunteer role requires 5-7 hours per week across three days in the One Girl office at Abbotsford Convent. These hours may increase slightly while we plan and execute our Do It In A Dress campaign which happens between August and October. If you're at Uni or working part-time, we can work with you to find a day and time that suits.



Ideally, you'll begin immediately and be able to commit for at least six months. Please note: This is a volunteer position.

SOUND LIKE THE PERFECT ROLE FOR YOU?

Please send through your CV and a Cover Letter letting us know why you're the Volunteer Shop Manager of our dreams to volunteering@onegirl.org.au. Make sure to include Volunteer Shop Manager in the subject line.

We can't wait to hear from you!



All Photos: Olivia Acland/One Girl