

Role Profile – Event Merchandise Coordinator

Role Title: Event Merchandise Coordinator (Casual Worker)

Grade: Hourly

Reports to: Events Supporter Experience Project Manager

Location: Field/Regionally based

Summary of the Role's Main Purpose:

Cancer Research UK is offering a fantastic opportunity for you to play an integral role in the successful delivery of some of the country's leading events, that generate substantial and sustained income for Cancer Research UK's lifesaving, world class research.

Cancer Research UK's event team is split into 5 divisional teams. In 2023 we will have dedicated Event Merchandise Coordinators across the 5 divisions who will deliver the opportunity for participants to buy event merchandise on the day or night of the event. This activity will be delivered predominantly at Race for Life and Shine Night Walk events but could include other opportunities as appropriate.

Key Responsibilities:

- Manage our Merchandise Activity across an identified number of events.
- Communicate with key stakeholders across the region to confirm specific event logistics for every event you are attending.
- Manage the collections and returns of all kit and stock - collect equipment, merchandise stock and van from Cancer Research UK's warehouse / drive to identified events predominantly at weekends and ensure all kit is returned according to the merchandise schedule.
- Manage all operational responsibilities - loading and unloading equipment, set up, installation and derigging along with reporting damages and organise replacements where applicable.
- Ensuring all Cancer Research UK health and safety guidelines are met.
- Stock management - reporting on stock including opening and closing stock counts and rectifying discrepancies.
- Manage sales performance on the day and look to maximise sales.
- Manage, brief and work with volunteers who will be assigned to assist you selling stock.
- Financial management - reconcile residual stock and takings and pay money into bank – following Cancer Research UK's financial and banking procedures.
- Complete post event administration on stock, banking, and sales information.
- Build knowledge of and relationships with key stakeholders in the communities where events are held.

Key Behaviours, Competencies and Skills:

- A passion for events and generating funds for Cancer Research UK.
- The motivation, tenacity, and ability to manage event kit, installation, and sales at events.
- Proactive in achieving results, capable of solving problems and responding positively to new opportunities and challenges.
- Confident and practical attitude, with the ability to work on own initiative.
- Exceptional communication skills and the confidence to represent Cancer Research UK
- Strong organisational and prioritisation skills, with the ability to multitask and deliver to deadline.

- Excellent interpersonal and communication skills with the ability to build rapport with a range of people including volunteers, interact with public and liaise Cancer Research UK event staff.
- Comfortable with reconciling stock and income.

Additional Considerations:

- Physical activity is required.
- Shift patterns vary depending on the event. All events will require early mornings and long hours.
- Working in all weather conditions (cold, rain, wind and sunshine) as all events are held outdoors throughout the seasons.
- You will be required to travel and stay away from home.
- You will be required to have a full clean UK driving license for the role and willing to drive a van long-distance. You must be over 21 due to insurance purposes.
- Eligible to work in the UK

Key details of the role:

- **Location:** Divisionally based across the UK
- **Salary:** £10.42 per hour. You will be paid for the hours that you work, as well as any travel time over 1.5 hours. You will be paid on the 25th of every month
- **Expenses:** All travel and accommodation will be booked and paid for you
- **Number of events:** You will be required to work a number of events across May to October. These events will be allocated to you by your manager, depending on your availability and you will be asked to commit to these events before you start. Most events will involve an overnight stay unless you live less than 30 minutes from the event site.
- **Hours of work:** Shift times will vary depending on the size and type of event. They will range from 5 – 13-hour shifts.
- **Start date:** 6th May 2023
- **End date:** This will vary depending on the events you are allocated. We ask you to commit until the end of October 2023.
- **Training:** There will be two days of compulsory paid training on **Thursday 27th and Friday 28th April 2023**. This will involve an overnight stay. All travel, accommodation and food will be included.
- **Contract:** Casual contract