



Volunteer Job Description

Position title	Foxglove Products Manager
Hours and days required per week	1 day per week
Key Qualities	Innovative, Proactive, Passionate
Reports to	Bridget Hadfield / Kelley Chisholm
Role overview	The Foxglove Shop sells handmade, fair-trade items sourced from developing countries. These are sold locally in Perth via markets, pop-up shops, women's events and other community fundraising events. This important fundraising activity enables more funds to be directed to overseas programs. We are looking for a volunteer to coordinate our sales activities and look for new opportunities.
Key responsibilities	<ul style="list-style-type: none"> - Innovate new ideas for sales of Foxglove goods. - Manage the schedule of Foxglove shop events and market stalls. - Identify and manage volunteers e.g. booth volunteers and volunteer stock controller. - Ensure Foxglove products are presented in an attractive way. - Ensure a sufficient supply of brochures and sales materials. - Record monthly sales figures.
Skills, experience and attributes	<ul style="list-style-type: none"> - Great networking skills and ability to build rapport with customers. - Sales experience - Styling skills - Photography skills (not essential, but helpful)
Other requirements of the role	Agree to the Foxglove Ethical Guidelines
Remuneration	Stipend to cover expenses only
Applications	Please send a basic CV to email@foxgloveproject.com
Contacts	Website: foxgloveproject.com Facebook / Instagram: @foxgloveproject Online Shop: shop.foxgloveproject.com