

POSITION DESCRIPTION

JOB TITLE	Sport For All – Retail Operations Assistant
Location:	Boots For All Centre: 21 Sherbourne Road, Briar Hill VIC 3088 & Sport for All Uni Hill: 3/30 Janefield Drive, Bundoora VIC 3083
Responsible to:	Chief Executive Officer
Direct reports:	Not applicable
Award Classification:	General Retail Industry Award 2010 [MA000004]
Position Terms:	Fixed-term, part-time (minimum FTE: 0.53 = 20 hours/week)

ORGANISATIONAL OVERVIEW

Boots For All is a not-for-profit organisation dissolving barriers to sport & social inclusion across Australia by collecting quality, new & near-new sporting goods for redistribution to teams across Australia & by offering training & employment pathways for people experiencing barriers to employment via a social enterprise sports store, **Sport for All**.

Vision: An active and socially inclusive Australia through sport.

Mission: We dissolve barriers to sport and social inclusion across Australia.

POSITION SUMMARY

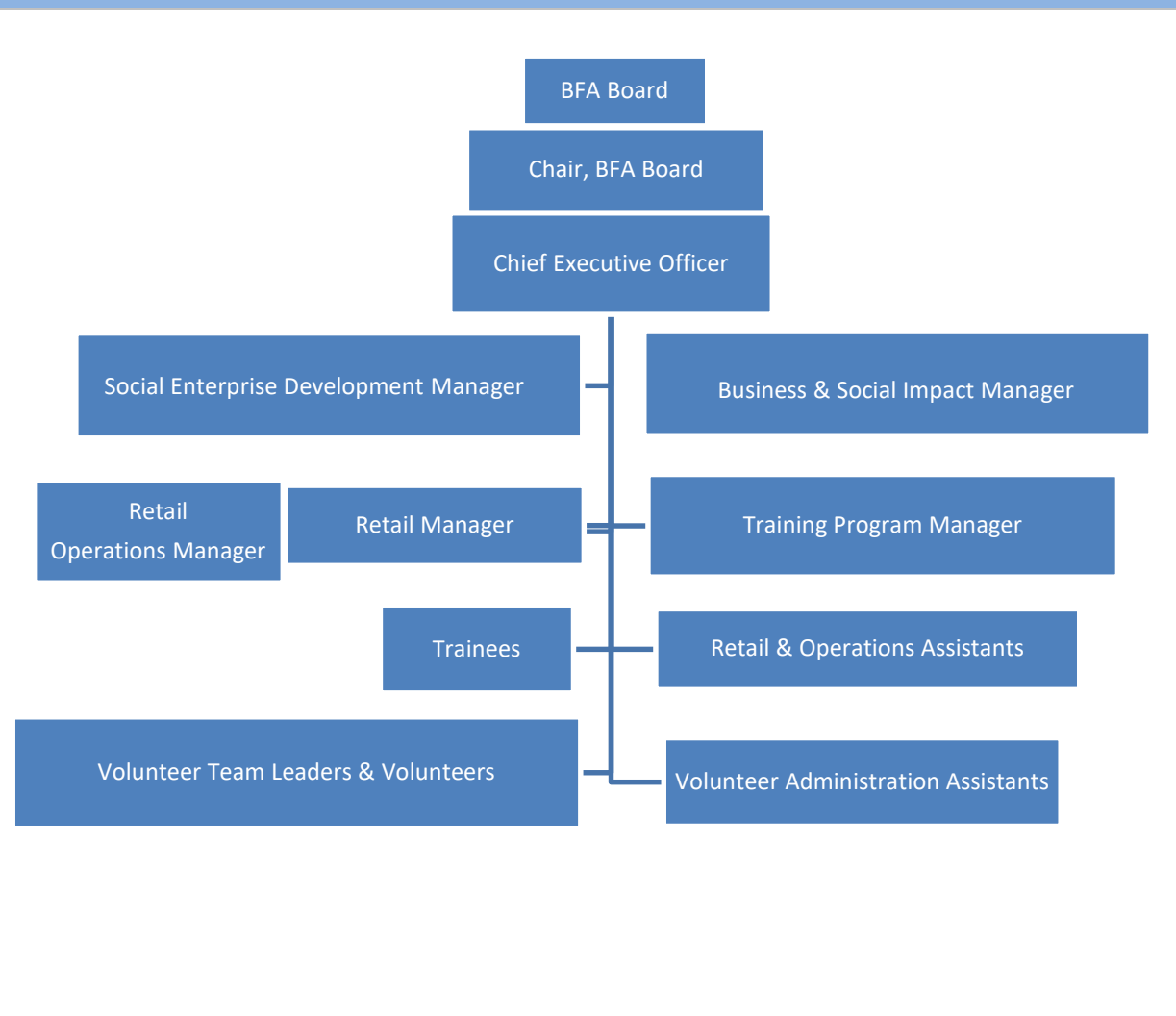
Boots For All seeks to employ a **Retail Operations Assistant**.

Since 2014, Boots For All has operated the inaugural Australian social enterprise sports store, **Sport for All** which provides training & employment pathways for young people with barriers to employment & other long-term unemployed. The **Sport for All** retail store is located in Briar Hill & Bundoora, Victoria and also operates an online shop and regular pop-up shops.

The **Sport for All Retail Operations Assistant**, with support the Retail Manager and the Retail Team and will contribute to the values and vision of the organisation, assisting in the delivery of a highly efficient retail & e-commerce customer service in the social enterprise **Sport for All** including the processing of the donated stock, inventory management and working collaboratively with volunteers.

This role is primarily a support role. Duties and responsibilities are designed to provide assistance to the organisation and its social enterprise activities including the processing of donated sporting goods and store merchandising and sales.

REPORTING STRUCTURE



KEY RESPONSIBILITY & DUTIES

The **Sport For All Retail Operations Assistant** will help with assisting in the delivery of a highly efficient retail and e-commerce customer service in the social enterprise including the processing of the donated stock, inventory management and working collaboratively with volunteers.

Specific duties and responsibilities include:

- Apply point-of-sale handling procedures
- Interact with customers
- Organise and maintain work areas
- Communicate in the workplace
- Operate retail technology
- Work effectively in a retail & operations environment
- Perform stock control procedures
- Apply safe working practices
- Minimise theft
- Advise on products and services
- Sell products and services
- Balance point-of-sale terminal
- Use computers as part of the business and e-commerce processes
- Merchandise products
- Pick, pack and send e-commerce consignments
- Work collaboratively with supervisors and volunteers
- Other duties as assigned.

ESSENTIAL QUALIFICATIONS & SKILLS

Competencies/Skills

- A willingness to develop skills and knowledge in this trade.
- The desire to make a positive contribution in the workplace.
- Excellent communication and customer service skills.
- Good organisational and time management skills.
- Energetic drive to support the team in achieving sales targets.
- The desire to participate actively in the organisation and work collaboratively with supervisors and volunteers.

SPECIAL CONDITIONS

- Appointment is subject to a satisfactory Police clearance (National Criminal History Record Check) and Working with Children Check and Boots For All retains the right to refuse appointment based on the outcome of any Police check.
- A six-month probation period will apply.
- This position is offered by Boots For All Inc. as a 12-month, fixed-term, part-time employment.

Signed: _____ **Name (print):** _____ **CEO**

Date: _____

Review of Job and Person Specification:

I have read and understand the requirements of this position and accept the responsibilities as outlined.

Signed: _____ **Name (print):** _____

Date: _____