Green & Blue Space

Hub Supervisor

£13.10 per hour

## The Post

An exciting opportunity has arisen to join the University of Stirling Students’ Union as Green & Blue Space Hub Supervisor, to support the Sustainability Development Coordinator in the Green & Blue Space, a Revolve accredited re-use store, organic food outlet and workshop space, which offers a variety of goods ranging from kitchen and homeware, electrical items, furniture and clothing. You will help manage shop assistants and volunteers, helping ensure the shop is staffed. You will help keep track of turnover, stocking, and maintaining a good product range. You will help create a well-presented shop and improve student engagement opportunities where customers receive great customer service, maximising sales and communicating the strong environmental ethos that underpins all that we do, whilst ensuring we “Make Student’s Lives Better”.

## About Us

Stirling Students’ Union is the representative student body at the University of Stirling. We are a registered charity and exist to support students getting the best degree, helping students make friends, supporting students when they need support and building skills for the future. We do this by supporting academic reps, providing volunteering opportunities, societies and sports clubs. We also offer support, employability skills, advice and opportunities to influence our sustainability work. We are proudly student led and each spring elect four full time paid students to lead our work: President, Vice President Communities, Vice President Education and Sports Union President.

## About You

We’re looking for a talented and passionate individual to join our organisation. You’ll be driven, using your initiative to support a wide range of organisational initiatives, programmes and projects. Specific duties of the role include:

**G&B Space**

* Assist with staff rotas, volunteering, and general shop management.
* Oversee Hub Assistants to ensure shared duties are carried out effectively.
* Maximising income through focusing on quality stock, appropriate pricing and stock rotation.
* Maintaining high levels of shop presentation by visual merchandising and housekeeping, to agreed standards.
* To process all stock donations to a high standard that ensures compliance with Zero Waste Scotland’s Revolve standard and Green & Blue Space policies and procedures.
* To provide an excellent customer experience and to have a good overall knowledge of stock.
* To communicate the key environmental and social outcomes and impacts achieved through customer support.
* Helping keep track of shop turnover, profits/loss and identifying successful product lines.
* Support the Fairshare recycling program, helping sort, weigh, and process donations coming into the shop

**Environmental Projects**

* Working with Union marketing to develop communications/media for shop promotion.
* To plan and support annual events such as Green Week, Stirling Climate Festival and Fairtrade Fortnight.
* To collate data and record all information to aid with all monitoring and reporting processes.

**Administration**

* To adhere to all Policies and Procedures including those relating to the Health & Safety of premises and team.
* To support, train and coordinate the work of the environmental volunteers whilst encouraging an active interest in the shop.

**Closing date for applications: Friday 25th April 2025 at 1pm**

**Interviews will be held: Friday 2nd May 9am and 12.00pm**

For further information, please visit [www.stirlingstudentsunion.com/recruitment](http://www.stirlingstudentsunion.com/recruitment) where you will find application form, job description/person spec and equality monitoring form.

To apply for the position, please return your completed application form, along with an equality monitoring form to Wendy Forbes, Union Secretary & HR [wf2@stir.ac.uk](mailto:wf2@stir.ac.uk)