

**Job Description**

**Job Title:**  Green and Blue Space Hub Supervisor

**Salary:**  £12.50 per hour

**Responsible to:** Sustainability Development Coordinator

**Responsible for:** Green and Blue Space

**Job purpose:** 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 hub is staffed. You will help keep track of turnover, stocking, and maintaining a good product range. You will help create a well-presented space 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”.

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| **Key duties:** Green and Blue Space:* Assist with staff rotas, volunteering, and general hub management.
* Oversee Shop 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 hub 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

Other 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.
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| **Relationships:****Internal:*** Sustainability Development Coordinator
* Green and Blue Space Shop Assistants
* All Coordinators
* Chief Executive
* Finance Manager
* Sabbatical Officers
* Union staff

**External:*** Student Volunteers
* Donors
* University of Stirling staff
* SOS-UK

**General:*** Comply with Health & Safety requirements;
* To carry out Hubany other appropriate duties which may be considered necessary by the Sustainability Development Coordinator;
* To abide by the Policies and Constitution of the Union and be impartial in respect of its democratic structures;
* To ensure that any and all data is stored, accessed and used in line with relevant Data Protection Legislation;
* To demonstrate a commitment to the Union’s Sustainability Policy;
* To demonstrate a commitment to the Union’s Equality & Diversity Policy;
* To contribute to the development and delivery of the targets outlined in the Unions strategic plan;
* To attend meetings, training and conferences where necessary;
* To demonstrate a commitment to continuous professional development;
* To portray the Union in a positive, approachable manner at all times;
* To cover other staff duties during sick leave or holidays where appropriate;
* Have an understanding of colleague’s roles and responsibilities and signpost as required;
* To be aware of and support all Union activities/campaigns/events, including Freshers and Elections;
* Effectively communicate with internal and external audiences relevant, engaging and informative content, in a timely fashion and in doing so, adhere to the Union’s branding and social media guidelines.
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This job description is correct as of **3rd December 2024** and shall be updated as and when required with the appropriate body. It should not be regarded as exhaustive or exclusive and duties may change from time to time.

**Person Specification**

**QUALIFICATIONS – ESSENTIAL/DESIRABLE**

**KNOWLEDGE AND EXPERIENCE - ESSENTIAL/DESIRABLE**

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| **Essential**  |
| Experience of working in a retail environment |
| Experience (professional or personal) of zero waste / upcycling projects |
| Ability to develop relationships and work with a wide range of people |
| Strong interpersonal and communication skills, both written and oral with a personable and professional approach |
| Experience of developing creative media (posters/social media/films/artwork) |
| Experience of cash handling |
| Good administration skills |
| Experience of visual merchandising, including displays |
| Flexibility and adaptability  |
| Combines a concern for quality and attention to detail |
| Trustworthy and reliable |
| **Desirable** |
| Understanding of contemporary environmental issues and evidence of commitment to sustainable development |
| Understanding of current issues within Higher Education and Students’ Union |
| Experience of working with/managing volunteers |

**VALUES AND ETHICS** - **ESSENTIAL**

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| **Essential**  |
| Desire to work within an organisation with a diverse membership |
| Desire to work within a democratic student led environment |
| Understanding and commitment to Equal Opportunities |

**Sign-off:**

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| **Job Holder** | **Manager**  |
| **Signature** | **Signature** |
| **Date** | **Date**  |

