

Northamptonshire Family History Society

Role Description: Bookstall Manager

Location: Working from Home/attendance at events

Reports to: Chair/Executive Committee

Position Overview:

The Bookstall Manager will hold all stock. Sales are mostly generated via our online 'shop' on Parish Chest and Genfair along with attendance at events. You will play a key role in promoting the Bookstall on the Society website and at events which the Society attends.

Key Responsibilities:

1 General:

- With almost 250 titles on offer, you will need space to hold surplus stock.
- You will dispatch orders to customers via Royal Mail within 3-7 days.
- You will need to maintain a spreadsheet of stock and monitor stock levels, re-ordering as required.
- Each month you will provide a monthly sales return to the Treasurer.
- Maintain up to date lists of titles on the Society website.
- Maintain and update, where applicable, the listings of available publications on Parish Chest and Genfair.

2 Outreach Events:

- Liaising with the Events & Outreach Officer, you will be expected to take the bookstall (or arrange for it to be taken) to any events that the Society attends, keeping a list of what has been sold and, where necessary, banking any cash and sending returns to the Treasurer of goods sold via the Society card reader.

Desirable Experience:

- Previous experience would be desirable but not essential.
- Ability to work independently as well as part of a team, demonstrating flexibility and adaptability.

Other Aspects:

This is a volunteer position and unremunerated.

Being a member of the Executive Committee would be preferable but not essential.

Reasonable expenses may be claimed for expenditure incurred on Society business.

If Interested:

Please get in touch via info@northant-fhs.org giving as much information as possible. All expressions of interests will be acknowledged.