



Application Information Pack Graduate Merchandise Planner

Introduction to Girlguiding UK

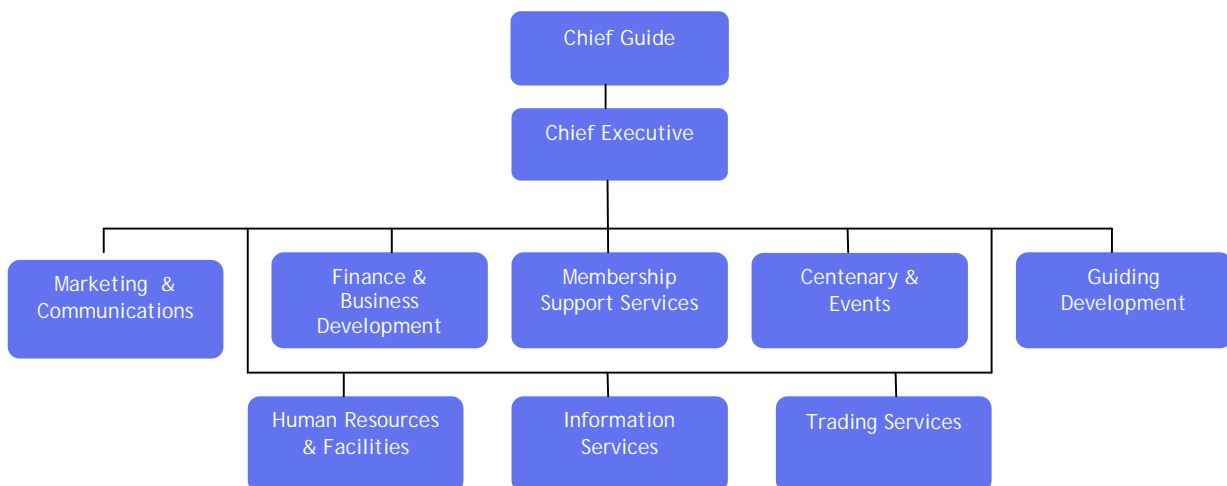
Thank you for your interest in the role of Graduate Merchandise Planner. This document provides information relating to the above vacancy and should be used for information purposes only. The information does not form part of the terms and conditions of employment.

Girlguiding UK

Girlguiding UK is the largest voluntary organisation for girls and young women in the UK, with more than half of the female population involved in guiding at some point in their lives. Through a range of exciting activities and challenges, we provide opportunities for our members to gain self-confidence and self-esteem within a safe, female-only space.

We have over 200 employees at our Commonwealth Headquarters in central London, Trading Services in Cheshire, and Training & Activity Centres throughout the UK.

Organisational Chart



The role of Graduate Merchandise Planner

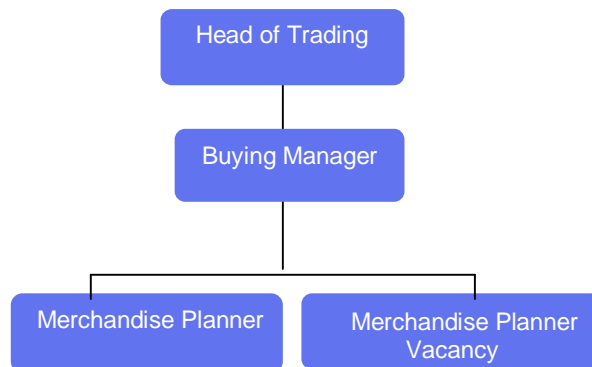
The role of Merchandise Planner reports to the Buying Manager within Trading Services.

Girlguiding UK Trading Service is a successful mail-order operation serving the Association's 500,000 members throughout the UK. We have an opportunity within the buying function for a Merchandise Planner who will take responsibility for a variety of product sections within a total product range that has an annual turnover of approximately £8 million.

The successful candidate will have excellent analytical, planning, database and communication skills and a good UK undergraduate honours degree (or equivalent) in a relevant business subject that will facilitate development in the role through a learning and training period of approximately 12 months.

A financial contribution may also be made for the successful candidate to undertake further education with the Chartered Institute of Purchasing and Supply.

Trading Services Organisation Chart



The role of Graduate Merchandise Planner

Applications

The closing date for applications is 30 August 2010. Please complete the Application form and Equal Opportunities monitoring form and return either by post to Human Resources, Girlguiding UK, 17-19 Buckingham Palace Road, London SW1W 0PT or by email to HRvacancies@girlguiding.org.uk.

Candidates will be shortlisted on the basis of the application form. Those who are successful at this stage of the process will be invited to attend an interview.

Unfortunately we are unable to give feedback to those who are not shortlisted; however, we will, if required, provide feedback to those who have attended an interview.

Interviews

Interviews will be held in September 2010 at Girlguiding UK, Trading Services, Atlantic Street, Broadheath, Altrincham, Cheshire, WA14 5EQ.

Please note that it is not Girlguiding UK's policy to reimburse applicants in respect of travel expenses to attend interviews.

Job Description

Basic job details	
Job Title: Graduate Merchandise Planner	Reports to: Buying Manager
Department: Trading Services	Grade E
Overall purpose of job	
To take responsibility for stock control and product development/promotion within designated merchandise areas, and ensure that the needs of internal and external customers are met.	
Main areas of responsibility	
<ol style="list-style-type: none"> 1. To maintain, develop and manage the supplier base in order to achieve high standards of customer service for the membership, maximising stock availability, cash flow and profit requirements: <ol style="list-style-type: none"> a. forecasting stock requirements and managing 'open to buy' b. managing the stock intake process c. investigating problems and drive solutions d. developing new products e. maximising margin, and ensuring that price expectations of the membership are understood and achieved. 2. To undertake product research and development as required including consultation with appropriate staff and volunteers. 3. To ensure all product safety and ethical trading requirements are met, contributing to the maintenance of the Trading Services Quality Control Manual and ensuring that suppliers adhere to its requirements. 4. Monitoring slow-selling lines and stock residues, taking appropriate action where required. 5. To liaise with buying, marketing and publication colleagues to ensure that all promotional opportunities are taken, and information/images for all promotional activities is provided, including for: <ol style="list-style-type: none"> a. the annual <i>Guiding Essentials</i> catalogue b. leaflet opportunities c. the webshop d. <i>guiding</i> magazine. 6. To liaise with internal teams to help maintain good customer service (accounts, warehouse and the sales/information team) and assist in processes such as annual stocktake and IT system developments. 	
Knowledge and skills	
<p>Able to work independently to stimulate and respond to new product ideas and requests, across a broad spectrum of product ranges, and develop them into commercially viable stock that meets price, margin, quality expectations and all legal requirements regarding product safety.</p> <p>Able to negotiate quantity terms and price with suppliers and, in conjunction with appropriate repeat orders, delivery schedules that maximise both order fulfilment and cashflow for the organisation.</p> <p>When staff in other departments in Girlguiding UK request products, the role will advise them of the options available.</p>	

Problem solving
Product development, negotiations with suppliers and stock replenishment will generate situations that are complex and dealt with by routine procedures. However, unusual and unexpected situations are inevitable and these will require liaison with suppliers and colleagues to agree appropriate responses and direction. Some products may be new versions of existing similar products or from a new direction that requires detailed investigation and perhaps different safety legislation.
Innovation
Product development may involve similar products within existing ranges or require the development within new product areas where there are sourcing, quality and product safety requirements outside the norm. Stock replenishment spreadsheets and procedures will require constant reassessment to ensure that the balance is correct between stock level availability and cashflow.
Planning & decision-making
To work with suppliers to ensure that timelines deliver new products as required and forecast demand on all products, placing forward orders to ensure customer orders can be satisfied. This must be done without undue burden on overall stock levels in order to achieve maximum stock turn and cashflow for the organisation. Buying procedures must be followed to ensure that appropriate checks and balances are in place.
People development and leading
Able to provide information and assistance across a broad spectrum of staff at our headquarters in London and on site.
Monetary responsibility
Responsible for the raising of purchase orders in excess of £2 million pa. These are subject to routine check procedures in the Buying Department.

Person Specification

	Assessment	Essential or Desirable
Skills		
Verbal communication skills - able to give and receive information	Interview	E
Able to use databases to generate and analyse information	Application Form/Interview	E
Able to follow instructions and procedures	Application Form/Interview	E
Able to contribute effectively to the work of a whole team	Application Form/Interview	E
Able to control workflow ensuring that all tasks are completed to timescale	Application Form/Interview	E
Able to investigate problems and recommend solutions	Application Form/Interview	E
Able to work with figures	Application Form/Interview	E
Able to work accurately, paying attention to detail	Application Form/Test	E
Experience of		
Working in a customer-focused environment	Application Form/Interview	D
General office administration and procedures	Application Form/Interview	D
Using computer system to solve queries and prepare information	Application Form/Interview	D
Values		
Understanding of an Equal Opportunities Environment	Interview	E
Commitment to the aims of the Girlguiding UK	Interview	E

Terms & Conditions

Contract Type

This post is permanent based at Trading Service.

Location

You will be based at Girlguiding UK, Trading Service, Atlantic Street, Broadheath, Altrincham, Cheshire, WA14 5EQ.

You may be required to travel inside the UK on business of the Association.

Salary/Rate

The starting salary is £16,130. We would expect the salary to be reviewed after successful completion of probation period and following subsequent objectives and milestones being achieved.

Working Hours

Normal hours of work are Monday to Friday 9am to 4.30pm, with hour an hour for lunch. You may be required to work at times other than and in addition to your normal hours of work.

Probationary Period

The post will be subject to a probationary period of 26 weeks.

Medical and Criminal Records Check

This post involves substantial access to young people and it is a requirement under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 that you may be required submits a criminal record disclosure application to the Criminal Record Bureau.

Employment is subject to satisfactory receipt of a medical check and a criminal record disclosure check. Upon successful appointment, you will be required to complete a medical questionnaire.

Holidays

25 days' paid holiday pa plus bank holidays. This increases after two years' services as on 1 January to 26 days and then a further day for every two years of service, up to a maximum of 30 days for 10 years' service and above. Holidays and bank holiday allowance will be pro-rata for part-time and fixed-term employees.

Terms & Conditions

Notice Period

During probationary period, the period of notice required is one week by either party and will be subject to four weeks' notice thereafter.

Benefits

Pension Scheme

Upon completion of three months' service you will be eligible to join the Girlguiding UK Group Personal Pension scheme. The scheme is contributory. Full details are available from Human Resources.

Interest-Free Season Ticket Loan

You may apply for a loan to assist you with your journey to work upon successful completion of the probationary period.

Simply Health

You will have access to a voluntary healthcare plan that provides cash to employees to cover the cost of everyday healthcare, dental and optical bills.

For more information regarding the employee benefits at Girlguiding UK, please refer to the Employee Benefits Guide in the benefits section of the website.