

Chrome Collective Charitable Trust

Job Description

28 April 2022

PROJECT COORDINATOR

We have an exciting position available for a Project Coordinator with our Charitable Trust.

We are a Social Enterprise based in Katikati. We are looking for someone who has passion and drive for community and disability. Who has retail experience including rostering/stock management/social media/visual display and empowering our people to be the best that they can.

IF YOU HAVE QUESTIONS AND WOULD LIKE TO DISCUSS YOU CAN PHONE 021494884

Please apply by emailing CV and cover letter to

shelley@chromecollective.co.nz

Job Title Project Coordinator	
Reports to: Chrome Collective Charitable Trust; Trustees.	
Key relationships Internal: Trustees, Administrator External: Customers, Vendors, Entrepreneurs	
Role purpose To manage all aspects of day to day operating the Chrome Collective Project.	
Responsibilities	Personnel
	Manage the shop entrepreneurs and their caregivers to ensure shop is effectively run.
	Manage training of entrepreneurs and their caregivers who work in the shop.
	Processes and Procedures
	Develop, document and implement shop processes.
	Regularly review work processes for areas of improvement Maintain the Volunteer roster
	Health and Safety
	Ensure Health and Safety requirements are documented, implemented and enforced.
	Ensure staff are informed of and trained in safe practices and procedures.
	Keep shop free from obstructions that could cause

	accidents or injuries.
	<i>Promotion, Publicity and Relationships</i>
	Establish and maintain active and constructive relationships with personnel within the organisation.
	Develop and maintain collaborative relationships with external stakeholders.
	Obtain community engagement by networking and projects.
	Manage media, promotion, advertising and marketing alongside Manager.
	Community participation and education
	<i>Stock Control</i> Organise the vendor contracts and import vendor goods into the POS system
	Sourcing of suppliers and products
	Managing stock and suppliers to ensure appropriate products are in the store
	Perform regular stocktakes to ensure system and physical quantities match.
	Ensure shop displays are well stocked, proactively restocking whenever necessary.
	<i>Shop Appearance</i>
	Keep shop and adjoining rooms, clean and in good repair.
	<i>Security</i>
	Manage the start and end of the day cash register procedure, balancing cash, counting money and security of cash from the till until banked.
	Watch for and recognize security risks. Know how to prevent or handle these situations.
	<i>Donations and Grants</i>
	Assist Manager with preparation of funding applications as required

	Ensure funding reporting is completed and submitted by due dates
Remuneration	Dependent on Experience
Hours of work	25 -30 hours per week to be discussed
Person specification	Entrepreneurial Thinking
	Strong motivational and empowerment skills
	Strong communication skills
	Strong relationship management skills
	Possesses managerial courage
	Takes initiative
	Works well with all kinds of people
	Remains calm under pressure