Job title:	Bought In Goods Buyer	**Reporting to:**	Director of Sustainable Trading
Department/Group:	Trading	**Job code/Req no.:**	
Location:	The Hospice of St Francis/online mezzanine	**Travel required:**	Travel between shops and events
Band	£16,125 p/a £40,314 pro rata	**Position type:**	Part time – 15 hours per week

Main Duties & Responsibilities

· Lead sourcing of all bought-in products for the trading operation
· Achieve budgeted profit margins and deliver retail sales growth to achieve budgeted sales
· Attend 2 buying fairs per season with overnight stay.
· Line manage and support the Visual Merchandiser, and seasonal warehouse assistant.
· Plan and buy seasonal ranges and sustainable products.
· Manage stock, pricing, replenishment and annual stock take processes.
· Develop Hospice own-brand.
· Analyse product performance and market trends.
· Work with e-commerce and digital teams on campaigns and content.
· Work with head of trading to plan and manage key trading period stock and window installation.
· Prepare reports for management, committees and Board as required.

Qualifications, Skills, Experience, Knowledge & Approach

· Degree level education or equivalent.
· Minimum 3 years buying experience in fashion/gift/home retail.
· Strong commercial awareness and design aesthetic.
· Budget planning and profit margin management experience.
· Project management, analysis and negotiation skills.

Communication

· Excellent verbal, written and digital communication skills.
· Build effective relationships with colleagues, suppliers and stakeholders.
· Support visual merchandising and product storytelling across shops.

Decision Making

· Responsibility for stock management and buying decisions.
· Work autonomously within delegated authority and policy.

Mental & Physical Consideration

· Ability to analyse complex information and manage competing priorities.
· Attention to detail and resilience in a fast-paced environment.

Working Conditions & Environment

· Regular travel to shops and events
· May encounter emotionally sensitive situations through hospice work.

Health & Safety

· Understand and comply with all Health and Safety, Fire and Infection Control regulations

· Complete all mandatory training and ensure compliance of direct reports and contractors
Safeguarding Act in a manner at all times to safeguard the interests of individual patients/clients and their families and justify public trust and confidence in the Hospice of St Francis.

Last updated by:	Sam Lees	Date/Time:	12.11.26 – 10.00am