**About Animal Justice Party Victoria (AJP VIC)**

*The Animal Justice Party has been formed as a response to growing public concern about the neglect of animals and animal protection issues by political parties. It gives a voice to those who cannot speak for themselves. Our values are based around kindness, rationality and non-violence. AJP VIC provides a focal point for voters frustrated by the lack of political action and who feel strongly that much more needs to be done through our parliamentary systems to assist the wellbeing of animals. There is a need for laws and processes which recognise animals’ needs, capabilities and interests, whether they are domestic, farmed or wild. The Animal Justice Party also ensures such laws and processes are properly enforced and implemented to achieve genuine justice for animals.*

**Role:** AJP Store Manager Volunteer

**General:** As an active member of the AJP VIC Working Group, you’ll be helping to lead an innovative political party that is growing every year. You’ll help empower people to use their vote to help some of the most neglected individuals in our society.

**Time Commitment:** 2-4 hours a week (varies with elections and volume of orders)

**Duration:** Ongoing, minimum 6 months

**Location:** Home/Melbourne

**Reports to:** Treasurer – Shannon Whitelaw

**Responsibilities**

* Work with the marketing manager to develop and implement merchandise strategies to increase sales and optimise profitability
* Process online sales
* Ensure high levels of customer satisfaction through excellent customer service
* Report on buying trends and customer purchases with assistance from the treasurer
* Deal with issues or complaints from customers
* Maintain records and review inventory levels
* Liaise with suppliers for re-ordering
* Organise merchandise kits for regional group for markets and stalls when required
* 6 monthly merchandise stocktake

Full training will be provided and assistance as and when required.

 **Skills and Competencies**

* Excellent written and verbal communication skills
* Excellent planning and organisation skills
* A passion for animals
* A willingness to have a go

 **Desirable (but not required)**

* Previous experience in sales or merchandise management

For any further information or to apply (attach resume and short summary indicating why you would fit the position well) please contact: **volunteer@ajpvic.org.au**