



**Canal Park Sports Club 2017Ltd**  
**Specific roles and responsibilities for;**

**Club Shop and Apparel (Volunteer) Manager**

- Liaise with outgoing Shop and Apparel CPSC Director to ensure handover of existing agreements and arrangements.
- Organise volunteer staff and create a rota to ensure the Club Shop is open Tuesday, Wednesday evenings, Saturday for home 1<sup>st</sup> XV games and Sunday from 11am until 2.00pm or such other times as required and agreed.
- Liaise with and manage stock and purchases from existing suppliers.
- Organise sales initiatives to drive branded sales for HRFC and Inverness City 7's
- Manage till floats and balance till sales to stock movement.
- Organise the management of key supplier lead times in relation to key calendar events.
- Liaise with club operations manager to ensure sales cash and card revenue information is forwarded to the club treasurer.

How to apply.

Please send your note of interest and/or nomination to the AGM, specifying the vacancy of interest along with details of experience if appropriate and covering letter to [secretary@highlandrugbyclub.com](mailto:secretary@highlandrugbyclub.com) by 3 July 2023.

Please contact Roy Dinnes at [president@highlandrugbyclub.com](mailto:president@highlandrugbyclub.com) if you would like to discuss your nomination and the trustee role in any further detail.