**SO Sustainable Popup Coordinator**

**Hours**: 9hrs per month

**Rate of pay**: The real living wage, currently £9.90 per hour

**Contract**: Permanent (subject to 3-month probation period)

**Holidays**: 28 days (inc. bank holidays) pro rata

**Benefits**: 10% staff discount, mileage allowance

**Job description**

We are pleased to serve Watlington and the surrounding communities with organic, ethical and sustainable goods. To make sustainable shopping as accessible as possible we run regular popup shops at local community centres. To enable us to continue to this we are looking for a Popup Coordinator to manage these events going forward.

The role involves:

* collecting stock from our Watlington shop on a Friday afternoon,
* transporting it to The Merry Bells in Wheatley (large car or van required)
* setting up the hall for the Popup, ensuring stock is attractively presented & prices
* running the Popup shop the following Saturday morning
* adhering to high standards of food hygiene/allergen management
* training and supporting volunteers that are present on the day
* serving customers during the Popup
* clearing up and returning all stock back to Watlington shop after the event
* helping promote the popups through distribution of advertising materials both in person and online

It is quite a physical role, with a lot of heavy lifting required. We have a team of volunteers through Sustainable Wheatley that support with the serving of customers and clearing up at the end of the Popup who would work with the coordinator.

If it goes well there would be potential to develop the role into a more substantial one covering more locations and events.