



## JOB DESCRIPTION

**Job Title:** Buyer

**Department:** Trading & Commercial Ventures

**Section:** Income and Influence

**Reports to:** Head of Buying

**Line Manager and Budgetary Responsibilities:**

Direct reports: Merchandising Assistant

Indirect reports: None

Budget managed: None

**Context:**

**Key working relationships:**

**Internal:** A good working rapport will need to exist between the post holder and the Head of Buying. A strong working relationship is essential with everyone in the retail and trading team. Good links must be forged with Barnardo's Retail and other internal departments within the organisation

**External:** Establish and maintain a good working relationship with our external suppliers and partners.

**Job Purpose:**

- To identify, select and purchase stock that matches the requirements of Barnardo's customers in the Charity Shops and Online/eBay.
- Responsibility for a range of product areas and supplier relationships.

**Key Responsibilities and Activities:**

- Responsible for sourcing, developing and introducing product ranges that suit Barnardo's shops including the online shop and eBay customer profiles
- Understand the customer, predict future trends and purchase what the customers want
- Visit trade fairs to look for new products
- Identify and meet suitable suppliers/manufacturers
- Develop strong supplier relationships to enable effective negotiation in order to source product at the best price, quality and delivery timelines
- Work closely with the merchandising team to manage stock levels, promotions and sale



- Manage the product areas critical paths and delivery schedules for direct suppliers and through the third-party warehouse
- Make decisions based on reports and data analysis. React to trading conditions.
- Present ranges to the senior management team and store representatives
- Process of review, learn and apply
- Work closely with the marketing and communications team to drive the sales strategy
- Assist with the creation of the Christmas catalogue and the management of the Barnardo's Helper Groups
- Responsible for the management and development of a Merchandising Administration Assistant.

This Job Description and Person Specification reflect the duties of the post as they exist at this time and may be subject to changed based on the needs of the Department Programme. The post-holder may be required to undertake other duties commensurate with the salary and competence requirements of this post from time to time as required.

**Pre-employment checks will be required for this role.**

## PERSON SPECIFICATION

*All criteria are essential unless indicated as desirable (D).*

**Job Title:** Buyer

**Please note:** Applicants must demonstrate in their application form that they currently use the skills outlined below or have used them previously in employment, education, training, volunteering etc.

### Education/Knowledge

- Graduate or a relevant discipline such as business, marketing, mathematics or management is required
- Commercial awareness
- Understanding of web design and web analytic software

### Experience

- Retail buying experience is required - minimum 2 years
- Knowledge of charity retail would be desirable, but not a requirement

### Skills/Abilities

- Confidence
- Ability to make decisions
- Ability to cope with pressure
- Maths skills



- IT skills
- Good team working skills
- Interpersonal skills, particularly in negotiating
- Effective organisational skills

### **Circumstances**

- Flexibility in working hours and location, as per contract of employment.

### **Applicable Competencies**

Listed below are key competencies, which describe how the job must be carried out in order to achieve the objectives set.

**Team Working:** Working collaboratively and sharing information within and across Barnardo's to contribute to the effective delivery of Barnardo's services. Building and maintaining good working relationships with colleagues to foster team spirit, commitment to the team and achievement of shared goals.

**Client Service:** Focus on discovering and acting on the client's needs. A commitment to putting the client first. Clients may include 'internal' staff, external clients, and particularly the needs of children & young people representing the main focus of Barnardo's six building blocks.

**Managing Diversity:** Recognising the unique potential that individuals from differing backgrounds, experiences and perspectives bring to Barnardo's. Utilising individual performance, responding to changing working practices and acknowledging the changing customer/client base that the organisation operates with.

**Interpersonal Understanding:** Understands, interprets, responds to others' concerns, motives, feelings and behaviours; accurately recognises strengths and limitations in others. Manages own feelings effectively to sustain a constructive input in a group setting as well as a one-to-one setting, even when working under stressful conditions.

**Planning & Organising:** Ensuring the successful achievement of results through the effective planning and management of resources, which are in line with the organisation's strategic direction. The ability to think through and adopt a clear, sensible step-by step approach to planning and organising work making effective use of time, resources in order to get the job done as effectively as possible.

**Knowledge:** Having the right professional or technical qualifications for the job – continually updating and expanding skill base and selecting and applying what is required.

### **Barnardo's Basis and Values, and Equality, Diversity & Inclusion (EDI) Code of Conduct**

Actively demonstrate Barnardo's Basis and Values and EDI Code of Conduct in all areas of work:

- Respecting the unique worth of every person
- Encouraging people to fulfil their potential
- Working with hope
- Exercising responsible stewardship



### Leadership and Management Behaviours

Act as a role model for the Barnardo's Leadership and Management behaviours:

- Driven to deliver
- Leading and engaging
- Strategic thinking

**To be completed by the People Team / Pay and Reward Team**

Job Title	Buyer
Grade	C
Job Family	Trading & Commercial Ventures
Job Type	Manager/Senior Professional
Compensation Region	Rest of UK
Job Function (NI only)	