

MWiB Resources Officer

Our current Resources Officer is stepping down from the role at the end of the year, and we are looking for an enthusiastic volunteer to take on this important role.

Tasks include:

Organising merchandise and resources stalls at events:

- ~ Ensuring that merchandise and resources are available at events.
- ~ Attending events and setting up and staffing the stall, or arranging for merchandise and resources to be sent prior to the event.
- ~ Arranging transport of merchandise and resources to events, or arranging postal or courier delivery if not attending the event.
- ~ The Resources Officer is not expected to attend every event, but reasonable expenses (e.g. travel, food, accommodation, etc) can be claimed for events attended.
- ~ MWiB events include: Residential Conference (weekend, April), Methodist Conference (3–6 days, June/July), World Federation Day (Saturday, October), and Creativity Days (Saturday, annually). Other events include: ECG (Easter), Cliff Festival Weekend (May), 3-Generate (November).

Maintaining stock:

- ~ Maintaining stock levels of merchandise items, ensuring that sufficient stock is available for events.
- ~ Sourcing and ordering of new merchandise items, in consultation with MWiB Executive and others.
- ~ Updating and amending price list as appropriate.
- ~ Sending information to the Communications Officer for the MWiB website, e.g. new and discontinued items, up-to-date prices, etc.

Mail order service:

- ~ Receiving orders via email (access to a dedicated email address provided), preparing invoices, packing and despatching orders.
- ~ Forwarding invoices to Finance Officer to tally with payments received.

Storage of merchandise and resources:

- ~ A dry room-temperature area is required for storage of merchandise and resources. Size will depend on type of storage used (e.g. shelves, cupboard, etc), but current area used is approximately 1 x 2 metres (3'3" x 6'6"). MWiB can provide funding to rent a storage space if necessary.

Resources include:

- ~ For sale: merchandise with MWiB logo, plus resource packs (e.g. Dalit Solidarity, Dementia, etc).
- ~ Free: paper resources and leaflets, Annual Reviews, etc.
- ~ To borrow: assorted fabric for displays etc; a loan system is administered by the Resources Officer.
- ~ Other: MWiB display boards, pull-up banners, etc. for use at events and conferences.

Other requirements:

- ~ Time: currently averages 1–2 hours per week, but this depends on orders and events – more time is usually required around events, and orders tend to be more frequent in the autumn and spring when Districts hold their local events.
- ~ Access to email is essential, for receiving orders, responding to queries, etc.
- ~ Reasonable level of numeracy is essential, for producing accurate invoices, etc.

To discuss the role further, please email the current Resources Officer: resources@mwib.org.uk
To register interest in the role, please email MWiB: admin@mwib.org.uk