**Resource Centre Officer**

**MAIN DUTIES AND RESPONSIBILITIES**

* Overall management of the Resource Centre to ensure visitors feel welcome, give out information and make referrals;
* Management of sub-contractors
* Assisting to arrange events and activities both at the Resource Centre and out in the community;
* Assisting ongoing marketing of the charity and ensuring it provides an excellent level of service to the people that use its services;
* Identifying products that can be sold in the Resource, not exclusively to make a profit but certainly with the aim of increasing revenue into the organisation
* Enabling the charity to source products from the most effective source
* Liaising with the finance dept. to ensure products are properly prepared for sale including stock control, bar-coding, etc.
* Keep the resource centre fresh and interesting for visitors
* Stock control at least annually and where requested by finance dept.
* Liaison with volunteer coordinator about volunteer shifts to help manage the resource centre
* All such other tasks as might reasonably be asked from time to time