

Merry-go-round Glasgow

Partnership Officer



Salary	£16,000 per annum
Hours of work	35 hours per week (some weekend working may be required)
Duration	12 month fixed term
Location	Nithsdale Rd, Strathbungo, Glasgow
Reporting to	Shop Manager

About Us

Merry-go-round is a social enterprise and registered charity. We have a boutique style shop in the Southside of Glasgow that stocks everything maternity and baby at low prices. We aim to save families money by offering high quality, pre-loved children's goods at a fraction of the original cost.

We also run a partnership programme working with local agencies and support groups to give out free packs of goods to families in need. We currently have over 70 registered partners including Shelter, NSPCC and Govanhill Community Development Trust. These partners can access free goods for the women and families that they work with through our online referral scheme. So far we have given out over 700 free packs.

The Role

Merry-go-round is looking for a highly motivated individual to manage and develop our referral system to increase the number of partners that we work with and also the number of free packs that are given out. We are looking for someone self-driven to manage the referrals, make the free packs and run some pop up shops in the heart of communities around the city.

You will be responsible for maintain and growing relationships and driving your own workload to meet the objectives of the programme.

Main Duties

- ✦ To develop and expand our partnership programme by: increasing the number of registered partner agencies; investigate new and additional types of packs; encourage increased uptake in the scheme; and continue to develop and improve our referral and communication process on an ongoing basis.
- ✦ To manage and fulfill referral requests from agencies in a timely manner and to the desired standard.
- ✦ Maintain and build relationships with local agencies and support groups to develop additional services and opportunities as well as encouraging referral families to uptake our existing services
- ✦ To identify opportunities for partnership working with other local businesses and third sector organisations.
- ✦ To assist with the marketing of Merry-go-round's services to a wide audience through a range of mediums.
- ✦ Maintain records, monitor, evaluate and report on our partnership work.
- ✦ To work closely with the Shop Manager to fulfill strategic goals of the organisation.
- ✦ To carry out any other duties necessary to see the success of Merry-go-round Glasgow, including working evening and weekends as necessary.

AREA	ESSENTIAL	DESIRABLE
Skills & Attributes	<ul style="list-style-type: none"> ➤ Excellent communication and organisational skills ➤ Ability to organise tasks and manage time effectively ➤ Computer and internet savvy ➤ Must be able to work on own initiative ➤ Ability to relate well to a diverse range of internal and external clients. 	<ul style="list-style-type: none"> ➤ Development or use of a database ➤ Development of online tools such as online applications, and reporting
Experience	<ul style="list-style-type: none"> ➤ Organising and developing projects on own initiative ➤ Developing relationships/partnerships ➤ Writing blogs and other communication tools 	<ul style="list-style-type: none"> ➤ Developing/running a referral system ➤ Developing informational resources ➤ Writing blogs and other communication tools
Values & Attitudes	<ul style="list-style-type: none"> ➤ Ability to work off own initiative ➤ A flexible approach to working ➤ Commitment to supporting the local community ➤ Positive, Enthusiastic, friendly and reliable ➤ Commitment to team work 	<ul style="list-style-type: none"> ➤ An interest in re-use/recycling and waste minimisation ➤ Understanding of social enterprise and/or social issues