

# Uniform Manager

Challenge Adventure Group (“CAG” for short and the operating name of CAG Trust) is a voluntary youth organisation for Knowle, Dorridge and beyond aimed at boys aged 10 and above.

As our name suggests, we provide challenging, adventurous and fun activities and the D of E Award for young people in their leisure time. Taking part in fun experiential activities enables members to develop their physical and mental skills and capacities and reach their full potential of becoming positive, active and happy citizens.

## Summary

CAG was formed in 2009 and became a charity, CAG Trust, in 2019. We have a distinctive uniform for meeting nights and for when we’re out and about on trips. We are proud of our branding and both members and leaders enjoy wearing our variety of rugby-style shirts, cosy fleeces, soft shell jackets and hats.

When we do really special trips, like our legendary ski trip, we design a uniform specifically for that event - it’s different each time and serves as a reminder of what an awesome time was had by all participants. All our uniform is high quality, long lasting and is built to withstand all our challenging adventures whether it be indoor climbing or scaling Snowdon.

We are looking for a volunteer to monitor and organise uniform orders, log and chase payments and distribute to / from suppliers and to / from members.

## Description

Responsibilities:

- Carry out an annual audit of the uniform stock and liaise with the Treasurer & Membership Secretary to ensure that there are enough supplies available for each age group / size.
- Keep the uniform stock tidy and in good order by ensuring everything is in the right place
- Maintain an inventory of items and keep track of numbers sold and numbers required
- Research & source suppliers selling good quality, hardwearing kit
- Ensure that suppliers are providing good value for money
- Monitor and organise uniform orders in good time to restock supplies
- Liaise with the Membership Secretary to remain aware of new members and their uniform requirements
- Log and chase payments in conjunction with the Treasurer

- Communicate frequently with the Group Leader & CAG Management Committee to keep them up to date

**We are looking for a volunteer who ideally should have / be:**

- Commitment to CAG and its ethos
- Organised & tidy
- Self-motivated, proactive and good at managing your own time
- The ability to build and maintain relationships
- A proactive attitude
- The ability to work as part of a team
- A willingness to carry out a range of administrative tasks.
- Excellent budgeting skills
- A car driver or have ability to travel to attend events & meetings
- The post holder must be able to provide a satisfactory Disclosure and Barring Check

## Making a difference - what impact will the opportunity have?

Your input is key to the day to day running of CAG as well as securing its future. You will have a big impact because this role is essential to ensuring that CAG always has enough kit available for its new members to wear on meeting nights and for our trips and activities.

## What's in it for the volunteer?

You would become part of our small, friendly team and you have the opportunity to use your time, skills and experience to make a real difference to CAG and the community in which we operate. Additionally we can offer you:

- The chance to be part of a charity at an exciting time in its development
- The opportunity to make a difference to young people's lives through outdoor trips, activities and adventures.
- Expenses, so you are not out of pocket.

## About the location

### Where will the volunteer be working?

The volunteer can partially work from home & will also be required to attend some weekly Tuesday night club meetings at Bickenhill to check on and distribute the uniform stock.

### Travel Limit

The candidate should be also be available for face to face Committee and other meetings.

# When will the volunteer be working?

## Volunteer availability

- Some weekly Tuesday evening club nights
- You would need to be available to attend Committee meetings which normally take place in the evening
- Very occasional weekends and evenings to attend events

## Estimate of time commitment

- 0 - 3 hours / week

# Details

The volunteering could be long term.

# Application details

If you have any questions regarding this role please contact Izzy Jeynes on [izzy@challengeadventure.org](mailto:izzy@challengeadventure.org)

If you would like to apply for this role please send a CV and covering letter to [izzy@challengeadventure.org](mailto:izzy@challengeadventure.org) or [apply online at this link](#).

Successful applicants will require an enhanced DBS and two references.