



## JOB DESCRIPTION

**JOB TITLE: Buyer**

**DEPARTMENT: Royal Collection Trust**

**SECTION/BRANCH: Retail**

**LOCATION: St James Palace**

**REPORTING TO: Head of Product Development and Buying**

### Job Context

Royal Collection Trust is a department of the Royal Household (known internally as the Royal Collection Department) and the only one that undertakes its activities without recourse to public funds. It incorporates a charity regulated by the Charity Commission and the Office of the Scottish Charity Regulator, The Royal Collection Trust, and its subsidiary trading company, Royal Collection Enterprises Ltd.

The Royal Collection is one of the largest and most important art collections in the world. It comprises more than a million objects and almost all aspects of the fine and decorative art, displayed and used among some fifteen royal residences and former residences across the UK. The Royal Collection Trust is charged with the care and preservation of the Royal Collection and its presentation to the public. At The King's Galleries in London and Edinburgh, aspects of the Collection are displayed in a programme of temporary exhibitions. Many works from the Collection are on long-term loan to institutions throughout the UK, and short-term loans are regularly made to exhibitions around the world as part of a commitment to broaden public access and to show parts of the Collection in new contexts. The works of art in the Royal Collection are held by The King in trust for his successors and the nation.

Royal Collection Trust is responsible for the management and financial administration of the public opening of Buckingham Palace (including The King's Gallery, the Royal Mews), Windsor Castle and the Palace of Holyroodhouse (including The King's Gallery). The monies generated from admissions, and from associated commercial activities are invested in the care and conservation of the Royal Collection and the promotion of access and enjoyment through exhibitions, publications, loans and educational activities.

The Retail department is responsible for generating income through sales of unique and exclusive products to visitors at Buckingham Palace, Windsor Castle and the Palace of Holyroodhouse, online via [royalcollectionshop.co.uk](http://royalcollectionshop.co.uk) and through selected wholesale partnerships with an annual turnover of nearly £20million. It operates out of nine permanent and two seasonal onsite shops, through select wholesale partners and increasingly via the online shop. Ninety percent of products are exclusive to Royal Collection Trust, and great emphasis is placed on supporting UK manufacturing.



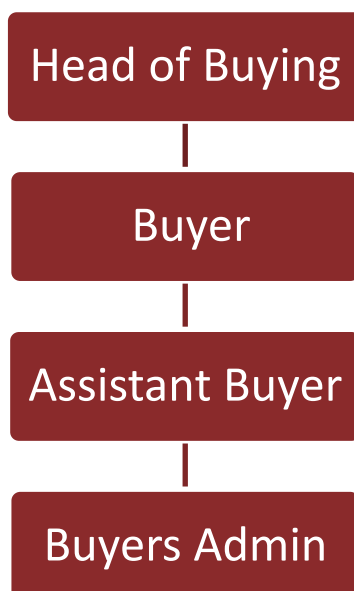
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T. +44 (0)20 7839 1377, F. +44 (0)20 7839 8168, [www.royalcollection.org.uk](http://www.royalcollection.org.uk)

The Royal Collection Trust is a company limited by guarantee registered in England and Wales (2713536) and a charity registered in England and Wales (1016972) and in Scotland (SC039772). Registered office: York House, St James's Palace, London SW1A 1BQ.

This document is not contractual and may be subject to change following consultation with the post-holder



## Organisational Chart



## Job Purpose

The job holder has line management and budgetary responsibility.

Key role within the buying team focusing on delivering an exceptional and inspiring product range in line with department strategy as well as meeting all financial targets.

## Principal Accountabilities

Builds a balanced and commercial range in line with brand profile and customer expectations. Taking into consideration options, price points and space and constructively challenging traditional thinking to drive department strategy.

Identify new product opportunities

Develop strong working relationships with the supply partners – liaise on all stages of product development, negotiation and production stages.

Manage OTB process to ensure in season trading opportunities are identified and delivered



Working collaboratively and always communicating effectively within the team and wider business.

Manages own workload on a day-to-day basis and shows flexibility by re planning and prioritising when required.

Problem solving – works on own initiative and makes decisions having reviewed all available information

Overall, responsibility for critical path, overseeing the AB and BAA, to ensure all critical information has been captured and discuss and resolve any issues.

Demonstrates an understanding of ethical sourcing and sustainability principles.

Coaches Assistant Buyer and Buying Administrator, encouraging them to reach their full potential

Regularly reviews trading performance, addresses areas of concerns to limit risk and proposing solutions.

Full understanding of product cycle for given categories.

Ensure product meets agreed quality and branding standards

Deputises for the Head of Buying where appropriate

### Job Dimensions

Day to Day management of Assistant Buyer and Buying Administrator

Will have direct buying responsibility across categories under guidance from Head of Buying

### Decision Making Responsibilities

Day to day decision making in relation to product approvals and resolving any internal or external queries.

### Practical Requirements

Working 37.5 hours a week, Monday to Friday, the post holder is principally based at St James Palace, however, on occasion they may be asked to work from other sites. Hybrid working is available.

### Person Specification

Currently operating at either Buyer level or Senior Assistant Buyer level within retail head office environment.



Homeware and Gifting experience desirable

Uk sourcing knowledge would be advantageous.

Works well as part of a team but able to work independently, managing time and workload with often competing priorities and varying demands of the business.

Passionate about product and brand with a keen eye for trends as well as a strong commercial acumen.

Range building skills essential.

Confident communicator and strong relationship building skills.

Strong numerical and analytical skills