

Stock Control and Book Shop Coordinator

- **Location:** Seven Stories, 30 Lime Street, Ouseburn Valley, Newcastle upon Tyne, NE1 2PQ (with occasional travel to sister sites like Two Tales in Durham)
- **Salary:** £26,422.50 FTE, £15,853 (22.5hrs p.w.)
- **Contract Type:** 3 days a week (22.5 hrs p.w.), 6 months FTC initially.
- **Reports To:** Finance Controller
- **Closing date:** 5:00pm, Friday 02 October 2026

Seven Stories is looking for an enthusiastic and well organised Stock Controller and Book Shop Coordinator to play a key role in our visitor experience and commercial operations.

Why join Seven Stories?

We're very proud of our specialist, independent, children's bookshop, stocking a handpicked range of board books, picture books, middle-grade books, non-fiction books, young adult titles and poetry & plays. We think this adds a special dimension to a visit to our Ouseburn visitor centre and we're now looking for a Stock Control and Bookshop Coordinator who can take this feeling and take our bookshop to the next level.

About the role

We're looking for a highly organised person who has an eye for detail to manage all aspects of bookshop operations, including book & merchandise selection and stock control, creating a welcoming sales environment, including working with colleagues to support our public programmes, events, learning and community outreach and collection and exhibition development.

Your responsibilities will include:

Inventory & Supplier Coordination

- To develop and implement timely stock buying plans, ensuring maintenance and development of Seven Stories core and new range of stock for the bookshop, external and online sales.
- To manage book and merchandise orders, working closely with publishers, distributors and local suppliers.

- To monitor stock levels and ensure accuracy between the stock system and physical stock as required.
- To reconcile supplier invoices and credits to deliveries and returns - engaging with the finance team as required.
- To carry out order fulfillment to ensure any cross-organisational bulk buying plans can be achieved.
- Day to day administration of stock control systems and stock room, including deliveries, and returns processing, checking goods in, recording onto the EPOS system and internal stock movement.

Merchandising and Sales

- To ensure that Seven Stories book range and promotions reflect and align with public, learning and exhibition programme themes.
- To ensure a high daily standard of presentation of book products across sales channels - in the bookshop, external events, online and pop-up point of sales. Working with front of house colleagues and volunteers as required.

Community Engagement and Events

- To work alongside colleagues to ensure the implementation of the book buying plan, including *Hooks into Books* and all other book packs, event sales and similar products.
- To be the lead point of contact for publisher representatives, keeping up to date with industry trends and new publications.
- Assist in and promote in-store events such as book launches, readings and workshops.

Administration & Reporting

- Monitor and track sales, costs, profit and other relevant KPIs against targets and to provide regular reports.
- Ensure data integrity by implementing regular data cleansing procedures.
- To follow finance & administration and stock handling policies and procedures.

About you

Experience in the arts or culture sector is a benefit, not a requirement - we are more interested in your skills and attitude. We are looking for someone who pays attention to detail, has commercial expertise, an entrepreneurial mindset and strong organisational skills.

You will need:

- Excellent organisational and time-management skills.
- Experience of POS, stock control and inventory management systems.
- A genuine commitment to excellent customer service.

- A team player, with strong communication skills and the ability to build positive relationships.
- Commercial awareness and an understanding income, costs and value for money.
- Confidence in working with data and using I.T., EPOS, CRM and other digital systems.
- An eye for detail and accuracy with a commitment to achieving and maintaining high quality standards.
- An entrepreneurial mindset and willingness to innovate to help Seven Stories achieve goals.
- An interest and knowledge of children's literature is helpful

Disclosure and Barring Service Checks

Seven Stories is registered with the Disclosure and Barring Service (DBS) and checking procedures are in place for employees (including artists and authors), volunteers, consultants and trustees. If required, you will be checked to the level appropriate to the role.

Safeguarding

All employees must complete the Safeguarding Children Level 1 and Safeguarding Adults Level 1 training accessed through the Newcastle Safeguarding Children Board. Employees working with children and young people on a regular basis will be expected to complete Safeguarding Children Level 2.

How to apply

Please send us your CV and a supporting statement indicating how you meet the job criteria, explain why you are interested in the role and how your skills and experience make you a great addition to the Seven Stories team.

jobs@sevenstories.org.uk