

<b>Job Title:</b> Retail- Buying and Merchandising Intern	
<b>Managed by:</b> Pathways Manager/Head of Retail and Buying	
<b>Department:</b> RWL- Trading	<b>Location:</b> Waddesdon Manor
<b>Salary:</b> National Living Wage & subsidised accommodation on site	<b>Contract Type:</b> One-year fixed term from 14 September 2026
<b>Hours:</b> 37.5 hours per week, Monday-Friday. Some weekend and evening work will be required, which you will be notified of in advance and TOIL will be granted	

### **An Overview of what you will be doing**

This internship offers hands-on experience across the full retail cycle at Waddesdon Manor, from buying and merchandising to stock management and online retail. You'll work closely with the Head of Retail and Buying, gaining practical insight into how a retail operation runs within a heritage setting.

At the start of the programme, you'll build an understanding of the Retail department and support the delivery of seasonal trading. This includes implementing visual merchandising plans for autumn, Halloween, and Christmas, maintaining shop floor standards, and responding to stock levels during busy periods.

During the winter season, you'll support the creation of a pop-up Christmas shop at The Dairy and contribute to the day-to-day running of the online shop. You'll also work with the wine team to ensure gift and wine ranges are well presented and aligned with sales performance.

From January, the focus shifts to planning and buying for the following season. You'll support product selection for Waddesdon's 150th anniversary year, including attending trade shows, researching trends, and sourcing products that reflect the organisation's brand and commercial objectives.

Across the year, you'll develop experience in stock management, including monitoring sales performance, reordering, managing stock levels, and supporting the annual stock take. You'll also gain exposure to supplier relationships, stock systems, and how teams are briefed on product ranges to support sales.

By the end of the internship, you'll have a clear understanding of how buying, merchandising, and operations work together to deliver a successful retail offer.

Over the course of the year, you will be focusing on delivering three projects:

- **Head a volunteer focus group** to learn what stock they'd like to see in shop, and which objects from the collection they feel are most popular with visitors. This is a great opportunity to get direct customer feedback, as well as an opportunity to inform the wider Waddesdon Manor team of new products that you have selected, as these teams are invaluable when it comes to boosting awareness and sales in the shop
- **Develop and implement a supplier sustainability survey** to be sent to our top 20 suppliers. This ensures that Waddesdon Manor is delivering on its sustainability targets, as well as holding our suppliers to account for improving their sustainability processes
- **Source and buy a product range** for an area of the Manor Shop/pop-up event. Sourcing and buying a product range understanding the theme, audience, and commercial goals, ensuring the selection feels both relevant and distinctive. This involves researching suppliers, negotiating costs, and carefully curating a balanced mix of products that align with brand identity while offering strong sales potential

### **Who are we looking for?**

We're looking for someone interested in retail and product, with a curiosity about how buying, merchandising, and customer experience come together.

You should be motivated to develop your commercial awareness, with an interest in understanding customer behaviour and how product ranges are selected, presented, and sold. A good eye for detail and an interest in visual presentation will help you get the most from the role.

You'll be part of a small team, so strong communication skills and a collaborative approach are important. At the same time, you should be proactive and willing to get involved in a range of practical tasks, from supporting deliveries and stock management to helping maintain high standards on the shop floor.

Being organised, adaptable, and able to balance planning with hands-on work will be key in a fast-paced environment.

No prior experience is required—what matters most is your willingness to learn and interest in developing a career in retail buying or merchandising.

### **Skills you will gain**

Over the year, you will develop confidence in product sourcing and supplier research, with a keen focus on trend awareness and how to implement seasonal product curation into the shop. The relationship with a supplier is key to your work in the world of retail,

and so you'll also learn how to cultivate this and navigate negotiations with external stakeholders.

You'll focus on product storytelling and how this aligns with our brand, as well as learning about product development from conception to production. As part of your internship, you'll also gain skills in;

- Data-driven stock replenishment and forecasting
- Stock control and inventory management
- Stockroom organisation and logistics
- Stocktaking and auditing processes
- E-commerce stock coordination
- Pricing strategy and gross profit management
- Use of retail systems (e.g. SAGE)
- Visual merchandising, display design, KPIs
- Order planning, quantities, and supplier coordination (MOQs)

You'll leave the role with a solid foundation in merchandising, stock management, and customer-focused retail, ready to take the next step in your career. No prior experience in retail buying or merchandising is required, just a commitment to delivering excellence

### **Additional Opportunities**

You'll have the incredible opportunity to attend trade shows with the Head of Retail and Buying and undertake market research visits to support the activity in the shop. If desired, you will also be able to begin your WSET Level 2 training alongside the World of Wine Intern.

As part of the Pathways Internship, you will have the opportunity to participate in a three-day Intern Skills Workshop, designed to support your personal and professional development. This workshop will cover a variety of topics aimed at enhancing your skills, broadening your knowledge, and preparing you for future career opportunities.

In addition, you will be able to take part in staff and intern events throughout the year, providing valuable networking opportunities, insight into different roles across the organisation, and a chance to engage with the wider team. You will also have access to a training budget to support your learning and development, allowing you to attend relevant courses, workshops, or conferences.

To ensure you make the most of your internship experience, you will receive full one-to-one mentor support from the Pathways team. Your mentor will guide you through your projects, help you set and achieve personal development goals, and offer advice and encouragement as you explore potential career pathways.

Overall, this internship is designed not only to provide hands-on experience in a heritage setting but also to support your growth, development, and future career ambitions in a structured and supportive environment.

**You might be looking for a future career in...**

This internship is an excellent introduction to a variety of careers within retail, from buyer to merchandiser. These are just some of the careers you might be looking to get into;

- **Retail Buyer** – Responsible for selecting and purchasing product ranges, building supplier relationships, and ensuring the assortment aligns with brand identity and customer demand
- **Assistant Buyer** – Supports the buying team with product selection, supplier coordination, order management, and trend research
- **Merchandiser** – Uses sales data and forecasting to plan stock levels, optimise product availability, and maximise profitability across retail spaces
- **Retail Operations Coordinator** – Oversees day-to-day shop operations, including stock control, logistics, and ensuring smooth and efficient retail processes
- **Product Developer** – Works on creating and refining products from concept through to production, ensuring quality, cost-effectiveness, and brand alignment
- **E-commerce Coordinator** – Manages online product listings, stock levels, and performance, ensuring a seamless digital shopping experience
- **Category Manager** – Takes ownership of a specific product category, analysing performance, planning ranges, and driving commercial success
- **Retail Marketing Executive** – Collaborates on campaigns and promotions to drive product awareness, sales, and customer engagement

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