

Job description

Circular Fashion Programme Manager: Takeback & Retail

Environmental non-profit Redress is looking for a Manager to oversee the collection, sorting and resale of clothing with the goal to reduce clothing waste and raise awareness of the critical issue of textile waste in Hong Kong.

Redress' Circular Fashion Programme aims to reduce clothing waste by increasing the reuse, resale and recycling of clothing. As part of the Circular Fashion team, and reporting directly to the Circular Fashion Programme Director, this role drives:

- The year-round [clothing collection programme](#)
- Semi annual pop-ups - our signature large-scale secondhand shopping events, where we pop-up for one week in a high-traffic location in Hong Kong to sell our favourite secondhand finds and promote secondhand shopping in Hong Kong, raising critical funds for Redress' year-round educational work. The next pop-up is scheduled for November 2025.
- Development and oversight of Redress permanent shop, The Redress Closet to develop its attractiveness and establish it as a secondhand shopping destination.
- Ad hoc small to medium size fundraising and educational events

Responsibilities:

- Ensure the delivery of our clothing Takeback programme, including logistics, partners and vendors relationship management, and accurate reporting.
- Oversee the planning of weekly clothing sorting sessions and lead the delivery of some of these sessions.
- Lead on the supply of appropriate, well sorted stock of secondhand clothing to the different channels: ensure close communication with charity partners, The Redress Closet shop manager and external secondhand resale platforms (Retykle, Green Ladies...) to supply stock according to their needs.
- Ensure availability and transparency of 'bottom layer' solution (eg. downcycling) by staying abreast of trends and maintaining relationships with vendors.
- Plan and manage 2 large scale pop-ups, including budgeting, scoping and timelines, marketing and communications strategy, partnerships, logistics, impact measurement and reporting.
- Lead on the execution of pop-ups, including overall management of vendors (furniture, F&B, logistics...), staff, volunteers as well as onsite management of set-up, running and takedown.
- Ensure the smooth running of The Redress Closet operations by the shop manager, support its attractiveness with good merchandising and communications.

- Develop concept and deliver one to two small scale events (mini pop-up).
- Compile reports for programme performance, insights and results for reporting and marketing purposes.
- As part of the Redress team, support the wider activities from time to time, e.g. the grand final show of the Redress Design Award.

Direct reports:

- 1 Programme assistant to support the logistics and data entry
- 1 P/T Shop manager in charge of The Redress Closet operations
- Occasional warehouse labourer and/or seasonal interns/volunteers

Working hours & Location:

- Usual working hours will be 9.30am - 6.30pm, with 1h lunch break
- Usual working locations will be our office (*Sham Shui Po*), our warehouse (*Kwai Hing*) as well as at events locations
- Two days/week work-from-home policy

REQUIRED QUALIFICATIONS, SKILLS & EXPERIENCE:

- University graduate B.A. or higher.
- Minimum of 3 years project, logistics or event management experience. Retail experience will be a plus.
- Proactive, can-do attitude is a must.
- Highly organised, able to multitask, with excellent time management skills.
- A strong communicator who can develop and maintain relationships with teammates, volunteers and partners.
- Must be comfortable to communicate in Cantonese and English.
- Able to manage a heavier workload at peak times.
- The ideal candidate will have an interest in fashion, secondhand and sustainability.
- Eligible to live and work in Hong Kong (permanent resident or visa holder only).

Candidates with less experience will be considered as Executive with a revised scope.

To apply, please send the following by email (Subject: Application Takeback Manager) to aurianne@redress.com.hk:

- Your CV
- Indication of your expected salary

ABOUT REDRESS

Redress is a Hong Kong headquartered, Asia focused environmental NGO with a mission to accelerate the change to a circular fashion industry by educating and empowering designers and consumers so as to reduce clothing's negative environmental impacts. Working directly with designers, manufacturers, brands, educational bodies, government and consumers, Redress aims to create lasting environmental change in fashion.