

## Job Description

**Position:** Saturday Events Facilitator

**Reports To:** ArtShop Manager

**Salary:** £22,308 per annum Pro Rata (£4461.60 per annum)

**Hours:** 7.5 hours per week on Saturdays

This is a busy and varied role that will involve preparing for and running creative events including birthday parties, alongside cover in the ArtShop and Scrapstore Warehouse.

Your day will be a mix of event delivery, event preparation and time supporting in the ArtShop and the Warehouse. This mix will vary from week to week and there will be weeks when your whole day is event delivery. You will be in charge of delivering birthday parties independently, after training.

Most of the work will be based at Children's Scrapstore but you may need to be able to get to sites elsewhere in the city.

The successful applicant will be appointed subject to references and will be asked to complete a DBS check.

## Key Duties

- Deliver a range of playful, creative sessions including birthday parties, family arts sessions, bespoke arts sessions for community groups of all ages and occasional offsite events.
- Resource and prepare workshop space and restore to a clean, clear and neutral space following sessions.
- Facilitate a welcoming, positive, open-ended, playful environment.
- Cover ArtShop till and duties on the shop floor as required, including handling cash, dealing with customer enquiries, advising and assisting with purchases.
- Support Children's Scrapstore Warehouse team as required, keeping the warehouse tidy and safe.
- Actively promote the activities and services of the Charity. To have good knowledge of the scheduled events and promotions. To liaise with customer and third parties in the delivery of events when necessary.

- Provide excellent customer service.
- Work in accordance with Safeguarding policies and procedures.
- Maintain the events storage space by keeping resources organised and tidy.
- Contribute to behind the scenes tasks including running the dishwasher and washing machine.
- Be willing to take on some additional hours for events resourcing and preparation, on an ad hoc basis as required.

### **General Duties**

- To attend monthly 1 to 1 meetings, a 6 month probation review, and to contribute to team meetings and training days when required.
- To be flexible and adaptable to the needs of the organisation, and customers.
- To maintain systems to ensure the efficient management of information held in both computer and filing systems.
- To wear appropriate clothing and wear the agreed uniform.
- To ensure that Children's Scrapstore standards are met and that all policies and procedures are carried out.
- This position may require you to work evenings, and other hours outside normal office hours as agreed.
- Provide cover in the event of sickness/absence as required.
- To work alongside volunteers as required.
- The successful applicants are appointed subject to successful DBS checks and references.

**Closing date: Wednesday 3<sup>rd</sup> July 2024 at 12 noon**

**Interview Date: Thursday 11<sup>th</sup> July 2024**