



worthing theatres and museum

Junior Retail and Stock Take Assistant

KICKSTART
SCHEME

gov.uk/kickstart



Salary: Current National Minimum Wage (depending on age, based on a full year)

Hourly Rate: Current National Minimum Wage (depending on age)

Hours: 25 per week

Holiday : 20 days p.a. plus 8 standard bank holidays (pro rata)

Contract: 6 months

Place of Work: Connaught Theatre, Union Place, Worthing

Closing Date: 19th July 2021

Interview Date: TBC

Who We Are

WTM (Worthing Theatres & Museum) is a newly registered charity dedicated to the following primary objectives :

- ☒ Promoting Dramatic Arts, Theatre and other cultural activities at the Pavilion & Connaught theatres, The Assembly Hall in Worthing.
- ☒ At every opportunity, using these cultural activities to advance Education and promote Social Inclusion.
- ☒ The preservation of important historical collections of decorative arts and clothing in Worthing Museum



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Job Description

Principal Purpose of Job (Role Summary)

This post is part of the Kickstart scheme which is a £2 billion fund to create hundreds of thousands of high quality 6-month work placements for young people. This post aims to prepare the candidate for a variety of roles in the retail and hospitality industry. The postholder will work with the Customer Experience Manager to support the department with tasks such as monitoring stock levels across all WTM venues, planning product requirements for upcoming events, basic data entry and spreadsheets, assisting in the creation of plans to maximise sales across all venues. Supporting the team at events as required.

Main Duties, Tasks and Responsibilities

1. Counting and monitoring of stock in all venues.
2. Date rotating stock to prevent and limit wastage and ensure compliance with Food Safety standards.
3. Maintaining high standards of cleanliness in all stock rooms and areas.
4. Assisting the Customer Experience Manager with the ordering of new stock.
5. Monitoring wastage and out of date stock and reporting to the Customer Experience Manager.
6. Basic data entry on Excel/Google spreadsheets.
7. Assist in the planning of product sales for upcoming events.
8. Assisting in the merchandising of the Museum shop and Kiosk/bar areas
9. Assisting the Customer Experience Manager with the creation of plans to maximise sales and minimise loss.
10. Supporting the team at events as required.

General

1. Undertake all duties in accordance with WTM policies, in particular those relating to Customer Care and Equal Opportunities.



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2. Undertake such other duties as may reasonably be allocated to the postholder, which may involve providing assistance in any section of the department as may be required from time to time.
3. Undertake any duties regarding health, safety and welfare at work, civil contingencies and business continuity which may reasonably be allocated to the postholder as a result of legislation, codes of practice or WTM policies.

The postholder will be required to undertake such other duties as may be required within the grade and competence of the postholder. Therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive.

Duties will be set out in this job description but please note that WTM reserves the right to update the job description, from time to time, to reflect changes in, or to, the role. The postholder will be consulted about any proposed changes.

Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description.

Additional Employability Support and Training

The successful candidate will receive the following support and training:

1. 1-2-1 mentoring and progress monitoring
2. CV writing support
3. Interview skills training and mock interviews
4. Access to Cities of Learning online support portal
5. Digital credentials
6. WTM induction training (including equality and diversity, health and safety, safeguarding and fire safety)
7. Systems training (as required)- Gsuite
8. Access to a range of work-based online courses via WTM's learning platform subscription
9. Food Hygiene and Manual Handling Training



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Criteria

Essential

1. Good numerical and literacy skills.
2. Basic communication skills.
3. Positive attitude and a desire to learn and develop new skills.
4. Be physically able to complete tasks including manual handling/labour and move between venues.
5. IT literate
6. Organised

Desirable

1. An interest in arts and culture
2. Previous experience in a similar culture environment (work or volunteering).
3. Knowledge of Microsoft Word and Excel.
4. Any previous retail experience

How To Apply

If you are interested in applying for this role please visit our website at <https://wtam.uk/job-vacancies/> and download the application form, once filled out please submit this to business.admin@wtam.uk by the closing date.

Worthing Theatres & Museum is a registered charity and pursues a policy of equal opportunities. Worthing Theatres & Museum values diversity, promotes equality and challenges discrimination. We encourage and welcome applications from all backgrounds and all parts of the community.

All applications are judged on merit.

