

Part Time Sales and Activity Co-ordinator at BellaCrafts, Fair Oak



Job Description:

This is an exciting opportunity to become part of an enthusiastic, hardworking team. BellaCrafts is a varied, busy and great place to work with a mixed customer base. Our Craft Centre is open 7 days a week offering a range of workshops and activities for all ages and abilities. As well as running a heavy programme of events at BellaCrafts and throughout the South we also run our busy craft shop. We deliver workshops for schools and businesses, events in shopping centres, festivals, schools, annual events and more.

As well as joining our team to work at the centre we look to develop your own skill set whether that be focusing on planning our children's programme of events or helping to design new products or planning our annual events calendar. Every team member enjoys developing in their own role. The most important being is able to deliver excellent customer service at all times. This role will be great fun, varied, working with a very supportive team.

We feel this is an exciting job role as it can be expanded to develop candidate's skill set and see training and personal development.

Job title: Sales and Activity Co-ordinator

Location: BellaCrafts Fair Oak, The Barn, Fair Oak Garden Centre, Winchester Road, Fair Oak, Eastleigh SO50 7HD and external events cover

Overview: Your role will cover day to day running of the centre, co-ordinating activities and supporting events, sales and customer enquiries. We are looking for an exceptional team member to join the enthusiastic team at BellaCrafts. The successful candidate needs to have a passion and drive to see a small business thrive. You will need a keen eye for detail and want to excel in our environment.

BellaCrafts is a busy business with varied activities with a focus on flexibility, affordability and fun. Every team player needs to be hard working, professional and have a can do attitude. We always look to drive BellaCrafts forward with expansion plans set for 2018 and we look forward to you joining us!

Salary: Your hourly rate will start from £7.50ph

Hours: To begin this position is offered to cover maternity leave starting asap and offered until September 2018 with the view to make permanent. You will cover a minimum of 12 – 24 hours per week on a flexible rolling rota and may include occasional evening and external event cover. Weekend work is expected but not every weekend. Flexibility is required, set hours maybe offered and your hours may change to cover for absences and to meet business needs as required. The rota is always set 4 – 6 weeks in advance.

Location: BellaCrafts, The Barn, Fair Oak Garden Centre, Winchester Road, Fair Oak, Eastleigh SO50 7HD Plus external events

Key Responsibilities:

Day to day running of the Centre

Meeting sales targets

Selling and advertising all BellaCrafts services always with the view to drive future traffic

Serving and dealing with the public

At all times you must be professional and friendly following our committed level of customer service

Responsible for generating sales including bookings, and meeting sales targets

Co-ordinate activities and workshops

Requirement to take bookings and payments over the phone

Help co-ordinate and plan our regular craft classes for adults and children
You will be working with children on a daily basis organising craft sessions and helping with bookings
You will be required to work on the computer, answer emails and help with our social media platforms
Understand crafting principles across a range of skills
Keen eye for detail
Daily duties will include general shop work; serving, cleaning, tidying
You will be an active member of our team

Physical requirements:

The role can be physically demanding, at times with busy periods and perhaps long periods of standing

Person profile:

Self-driven with a happy, positive outlook
Previous qualifications not essential but experience and passion needed
Understanding the importance for growth and sales
Keen eye for detail
Experience of working with the public including children
Excellent customer service skills
Strong communicator both spoken and written
Trustworthy and reliable
Responsible and accountable
Able to get on with others and be a team-player
Enthusiastic
Self-motivated
Creative
Organised
Can easily multi-task
Reliable
Friendly and approachable
Proficient in IT
Full valid driving license
You will receive continue training and support. We see you as being part of our team with the same objectives to grow and continue to thrive as BellaCrafts. We have exciting times ahead!

Education:

Minimum A - C GCSE in Maths and English (or equivalent)
Advantageous NVQ or equivalent in retail or customer service skills
Advantageous NVQ or equivalent in childcare
Experienced or wiliness to learn and teach craft skills in different medias

Preferred:

The successful candidate will have experience in working within retail or a sales environment, enjoy and has worked with children and have a passion for arts and craft and is self-motivating and keen for growth.

6 months' probation will need to be completed before final position offered and references to be provided. You will be required to complete a DBS check. Sales targets will need to be met and a continual promotion of BellaCrafts including all stock and activities.

BellaCrafts

Tel: 07738 752130 or 023 8051 7054

www.bellacrafts.co.uk