

# Aunty Social - Seasonal Sales Supervisor



**Job Title** Seasonal Sales Supervisor

**Hourly Rate** £10.90, PAYE, paid weekly (The UK Real Living Wage)

**Weekly Hours** 22.5 hours

- This position is across three days out of seven: Thursdays, Fridays and Saturdays.
- Hours: 10:30am - 6:30pm.
- 30 minute lunch break

**Contract Length** Fixed term: 15 days during December 2022\*.

- Thurs 1 - Sat 3 Dec
- Thurs 8 - Sat 10 Dec
- Thurs 15 - Sat 17 Dec
- Thurs 22 - Sat 24 Dec
- Thurs 29 - Sat 31 Dec

**Reports To** Induction day (paid): w/c 28 November.  
Annual leave: Annual entitlement = 16.8 days, entitlement for this role = 1.4 days.  
\*Potential for contract extension into 2023, subject to end of contract review.

Aunty Social Director

## Description

Aunty Social is looking to recruit an enthusiastic Seasonal Sales Supervisor to join our small team.

We're offering a role that will allow you to use your own initiative, interact with art lovers and promote local talent in a fun and creative environment. You'll carry out retail and customer service activities throughout December 2022, selling high quality, design led products and artworks.

This role is based at our Blackpool town centre retail store, an independent shop that specialises in artworks, homeware and gift products made by artists and makers based in the North West.

## About Aunty Social

Aunty Social is a community arts organisation that gives people opportunities to develop their creativity, learn new skills and connect with others through positive arty activities. We coordinate a diverse programme of arts and cultural activities designed to bring people together in a safe, supportive, gentle space.

You can find out more about us here: <https://auntysocial.co.uk/about>

Aunty Social CIC

Company registration number: 8399715

Registered Office: Charabanc, 1 Olympia Buildings, Coronation St, Blackpool, FY1 4NY

[www.auntysocial.co.uk](http://www.auntysocial.co.uk)

## Key duties

### Retail

- Serving customers to an exemplary standard.
- Merchandising and re-stocking the shop to optimise sales.
- Maintaining the presentation of the shop floor and stock.
- Stock preparation: cleaning, organising and pricing.
- Maintaining health and safety, security and emergency systems according to company policy. This includes key holder duties such as shop opening and closing.
- Processing retail transactions and handling cash in accordance with procedure.

### Online

- To support the online store business and serve online customers.
- Maintaining and updating the online store
- Fulfilling online orders
- Creating posts for social media and responding to customer queries.

### Admin

- Stocktaking.
- Production of sales reports.
- Filing of supplier documents.
- Checking and accepting deliveries

Full in-house training will be given of operational procedures during the induction.

## Essential

- Evidence of the provision of an excellent standard of visitor service and care.
- Retail experience
- Reliable, responsible and trustworthy.
- Punctual with excellent time management and organisational skills.
- Proven ability to work effectively on own initiative and as part of a team.
- Good IT skills
- Good spoken and written English
- A commitment to equal opportunities, diversity and inclusion.
- Due to the potential of lone working we ask that all applicants are 18+ years old.

## Desirable

- Knowledge of Lancashire artists and makers.
- A keen interest in art and crafts.
- A good working understanding of social media platforms namely Facebook, Twitter and Instagram.
- Knowledge of digital Point of Sale systems.

## How to apply

Please submit a CV and either:

- a short covering letter explaining why you would like the role and how you meet the requirements

OR

- A link to a short video explaining why you would like the role and why how you meet the requirements

Please send your application email to [shop@auntysocial.co.uk](mailto:shop@auntysocial.co.uk) by Monday 21 November 2022. Zoom interviews will be conducted on Wednesday 23 and Thursday 24 November 2022 (afternoons or early evening).