

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



### **Job Description**

This is an exciting opportunity to become part of an enthusiastic team. BellaCrafts is a delightful place to work with a very mixed customer base. We want BellaCrafts to be the very best Craft Centre you can visit and so we are looking for someone to have exceptional customer service and sales skills.

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 Hampshire we also run our busy craft shop. It's a great fun, varied position with a very supportive team.

### **Job title: Sales and Activity Co-ordinator**

**Location:** BellaCrafts Fair Oak, The Barn, Fair Oak Garden Centre, Winchester Road, Fair Oak, Eastleigh SO50 7HD / Occasional external events within Hampshire

**Responsible to:** Managing Director and Deputy Director

### **Overview:**

We are looking for an exceptional team player to join the enthusiastic team at BellaCrafts. The successful candidate needs to have a passion for arts and craft. 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.

**Salary:** Dependent on skills and experience. From £7.20 per hour

### **Conditions of work:**

- Your role is part time
- You will work between 10 – 6pm plus external events cover and some evenings. Some flexibility is required and your hours may need to be changed to cover for absences and to meet business needs
- You will receive a monthly pre-planned rota 4/5 weeks in advance.
- You must be available to cover the times of all opening hours
- For the right candidate hours can be discussed
- You must be happy, enthusiastic and able to actively promote BellaCrafts
- A track record in sales preferred
- You must feel comfortable in working with the public and have a friendly nature
- Weekend work will be required
- The job role, with the right candidate in time, could be expanded and developed with promotions
- Full training will be given

### **Physical requirements:**

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

### **Specific Job Skills:**

- 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 avenues
- You will also help package and organise our on-line sales
- Understand crafting principles across a range of skills
- Keen eye for detail
- Daily duties will also include general shop work; serving, cleaning, tidying
- You will be an active member of our team

### **Person profile:**

- Self-driven, results-oriented with a positive outlook
- Strong interest in the arts and craft
- Hardworking
- Natural forward planner
- Organised
- Reliable
- Flexible
- Determined
- Responsible and accountable
- Able to get on with others and be a team-player
- Flexible with a can do attitude
- Happy to keep improving / learning
- Passionate
- Trustworthy
- Happy, Friendly
- Enthusiastic
- Clean driving license
- Computer literate

### **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 crafter in different / any 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 CRB 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](http://www.bellacrafts.co.uk)**