



Backstitch is a fabric and haberdashery store that for the last few years has been based online. We are now expanding with an exciting new retail and workshop space at Burwash Manor in Barton. We are looking for weekend staff to man our shop.

## PART TIME RETAIL ASSISTANT

**Based at:** Backstitch, Burwash Manor, New Road, Barton, Cambridge, CB23 7EY

**Working hours:** Between 6 and 13 hours per week over Saturdays and/ or Sundays

**Job Purpose:** Retail duties associated with manning the Burwash shop: serving and helping customers, keeping the shop clean and tidy, and stock management. Further opportunities include sample sewing, marketing projects and workshop management.

**Key Responsibilities:**

- Processing in-store and online orders
- Serving and helping customers
- Processing outgoing post
- Keeping the store clean and tidy
- Organising and rearranging merchandise and displays
- Stock taking, ordering and replenishment
- Cutting and folding fabric, creating kits
- Pricing products
- Managing POS system
- Preparing for workshops

**Opportunities to take the role forward:**

- Sewing up shop samples
- Writing blog posts
- Managing social media
- Running workshops

Full training will be given on all aspects of the role.

**Essential skills/attributes**

- Fun and friendly
- Genuinely enthusiastic about all things stitch
- Confident with the general public - Although in a community setting, the successful candidate will be required to man the shop independently.
- Organised and methodical
- Computer literate

**Desirable skills/attributes**

- Previous retail/ service industry experience
- Skilled in needlecraft/ textile arts
- Experience writing blog posts/ marketing material

**Application Process:**

To apply please send, via post or email, your CV plus a cover letter explaining a bit about yourself and your suitability to the role.

Postal applications: Backstitch, 32 Weir Road, Hemingford Grey, Huntingdon, PE28 9EH

Email applications: [hello@backstitch.co.uk](mailto:hello@backstitch.co.uk) with the subject line BURWASH STAFF.

**Closing date for applications:** Thursday 6 March 2014

**Interviews:** w/c 10 March 2014

**Starting date:** As soon as possible following selection