



Backstitch is a fabric and haberdashery store that started online, but has recently expanded into an exciting retail and workshop space at Burwash Manor in Barton. We are looking for a new member of staff to man our shop for between one and three day a week.

## PART TIME RETAIL ASSISTANT

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

**Working hours:** 6 - 20 hours per week including at least one weekend day.

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

### Key Responsibilities:

- Processing instore 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
- Experience with web based contact management systems

**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, Burwash Manor Barns, New Road, Barton, Cambridge, CB23 7EY

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

**Closing date for applications:** Thursday 03 July 2014

**Interviews:** w/c 07 July 2014

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