



Creative Assistant Manager at ReBoutique

1. Job Overview

We are looking for a Creative Assistant Manager who will help us develop and manage our new project, ReBoutique. ReBoutique is an upcycle shop that focuses on reinventing, reimagining and reusing unwanted and thrown away items into new usable items, with an artistic flair. Everything is unique and made with love.

We are looking for someone who is passionate about sustainability and the state of our planet to help us rewrite the Hight Street Shopping experience. ReBoutique sells upcycled clothes, furniture, jewellery, bags and homeware, as well as offers workshop and offers an inclusive volunteering experience.

The assistant manager will help develop this project by being involved in the design and making of the items, building the brand, connecting with our community, creating a unique shopping experience for customers, plan and run creative workshops, and support our clients and volunteers (individuals with varied additional needs and mental health barriers) to build skills and experience within a retail and upcycle setting.

We are looking for someone with not only the experience and knowledge, but the drive and passion to help make this project a success. This person will need to be business, people, community and environmentally led, and have the confidence to drive this forward.

2. Main Duties

The person will be responsible for the below tasks with assistance from the Manager:

- Help manage the day-to-day running's of the shop including dressing the shop and windows, develop an up-to-date knowledge of our products, taking payments from customers, assistance to customers when needed, and helping to keep retail shop tidy and stocked up
- Advertising the shop and events, as well as our different services
- Connect with the community and local businesses to help fight waste
- Helping to design and upcycle items including furniture and clothes. This will be done within the space where a workshop area will be set up. We focus on a circular economy approach, where we use items already in existence as far as possible
- Help plan and run events and workshops
- Help make and serve coffees (training will be provided)
- Assist in training and developing our volunteers. Our volunteers are individuals with varying additional needs, who attend volunteers shifts every week. Volunteers attend one or two at a time, and are there to learn different skills including customer service, design, upcycling, till management etc. Volunteers will start attending only once the space is set up and running efficiently

3. Location

The assistant manager will be based at ReBoutique, 33 Castle Street, Dundee. Some duties may be based at our main location Uppertunity, Ground Floor Left, Dudhope Castle, Barrack Road, Dundee, DD36HF.

4. Hours and pay

- 32 hours per week at £11.50 per hour
- Working hours are between Tuesday and Saturday, between 9am and 6pm. Shifts are approximately 7.5 hours and a rota will be set, working alongside other staff. Rota will be agreed on with the Manager
- Some Sundays may be required to run our monthly craft fair

5. Length of contract and start date

Start date as soon as possible. Contract is for one year. After one year, the contract will then be reviewed and renewed.

6. Person Specifications and Requirements

The Assistant Manager should have experience of working as part of a team and can demonstrate leadership qualities. The person should have a positive outlook on the environment and sustainability, and should have creative experience to help design and upcycle items. The person should be a confident communicator, self-motivated and effective in time management.

The person should have friendliness, openness and eagerness to learn, as well as having patience and empathetic understanding to work with individuals with additional needs. Ability to relate sensitively & communicate well with clients with varying communication levels. The person will be required to join the Protecting Vulnerable Groups Scheme (PVG), and be unbarred from working with vulnerable individuals.

Retail experience is not necessary, nor is management. We are focused on the overall attitude and creative ability of the person. Confidence, attitude and a positive outlook is what is important.

7. Benefits

- Accredited training opportunities, as well as access to networking events
- 5.6 weeks paid holiday per year, including Christmas and New Year's off
- Company pension scheme if applicable

8. About Uppertunity

We are a registered Community Interest Company (a type of non-profit social enterprise), working with individuals (16+) with learning disabilities, autism and mental health barriers. We focus on an individual's strengths and aspirations, then work with them to realise their potential, leading to self-worth and independence. We do this through: creative workshops, group and community work, mentoring, skill development programs, meaningful volunteering roles and social events.

9. How to apply

Please send your CV, and why you would like to apply to:
Danielle du Plooy, Manager at danielledp@uppertunity.co.uk
If you have any questions, please phone 07544984289