



Creative Retail Assistant at ReBoutique

1. Job Overview

We are looking for a Creative Retail Assistant that will help us develop a new project of Uppertunity, an upcycling retail shop. The post holder will help design and create items to sell, sell the items in the shop and online, and support our volunteers who have additional needs.

We are looking for someone who is passionate about sustainability and the state of our planet. We are looking for someone to help develop our newly opened upcycle shop, ReBoutique, who is creative to help turn waste or unwanted items into beautiful reusable items.

This post is funded and is restricted to individuals who are unemployed, have been unemployed for the majority of the past 12 months, and are not a student.

2. Main Duties

The post holder will be responsible for the below tasks, with assistance from the manager and staff team:

- Working in the main shop: dressing the shop and windows, develop an up-to-date knowledge of our products, taking payments from customers, assistance to customers when needed, helping to keep retail shop tidy and stocked up, and helping to take photos of the items for sale
- Assisting with training and developing our volunteers, individuals with additional needs
- Helping to upcycle items. We receive various donations of different items that are no longer needed. We then turn these items into new items to be sold such as furniture, clothes, accessories, bags etc.

3. Person Specifications and Requirements

The person must have knowledge and experience in some form of creative skill. No formal qualifications are needed, but experience and knowledge in some form of artistic ability is needed as we upcycle various items.

The person should have a positive outlook with an empathetic understanding and attitude towards people with additional needs and the environment. The person should be a confident communicator and be able to work as part of a team as well as independently.

The person should have friendliness, openness and eagerness to learn, as well as having patience 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

4. Location

The post holder will be based at our upcycle shop: ReBoutique, 33 Castle Street, Dundee, DD13AD.

5. Hours and Pay

- 21 hours per week
- £9.50 per hour
- Working hours are between Tuesday and Saturday, between 9:30am and 5:30pm. Shifts are approximately 6-8 hours and a rota will be set, working alongside other staff. Approximately 3 shifts per week.
- Some Sundays may be required to run our monthly craft fair

6. Length of contract and start date

8 months, then reviewed. Start date as soon as possible.

7. About the Organisation

Uppertunity is a social enterprise based in Dundee working with individuals (15 years and over) with additional needs, learning disabilities, autism and mental health barriers, providing personal development, confidence building and social inclusive activities. We focus on an individual's strengths and aspirations, working with them to realise their potential, leading to self-worth and independence. We do this through: creative programmes, community work, therapeutic mentoring, skill development programmes, and meaningful volunteering roles and jobs.

8. Benefits

- Accredited training opportunities and regular mentoring
- 5.6 weeks paid holiday including Christmas and New Year's off
- Company pension scheme if applicable

9. How to apply

Please contact Danielle du Plooy, Manager at danielledp@uppertunity.co.uk

If you have any questions, please phone 07544984289.