



Exeter Scrapstore Trust

Employee Specification: Lead Worker

The Trust are seeking a new Lead Worker as the first point-of-contact for the Scrapstore. An attitude of creative problem-solving is desirable, along with showing resourcefulness and practical application of knowledge regarding running the store, operating tools and machinery and maintaining our stock.

We are hoping to appoint someone with people-centred soft skills and experience of working with volunteers, casual staff and supporting those with mixed abilities to use and get the best out of the facilities.

Qualifications and life experience in arts and crafts, materials and processing are desirable, but not essential - we are looking for someone who can respond in an opportunistic fashion to opportunities as they arise and bring their own way of stocking and managing a vibrant and interesting treasure trove!

<u>SELECTION CRITERIA</u>	<u>ESSENTIAL</u>	<u>DESIRABLE</u>
<u>QUALIFICATIONS</u> Diploma in art or craft or equivalent experience		✓
<u>EXPERIENCE/KNOWLEDGE SKILLS</u> Working in and contributing to a creative environment	✓	
Leading craft workshops		✓
Working in a retail business		✓
Work with children	✓	
Work with groups specialising in the education or training of children.	✓	
Managing a creative enterprise	✓	
Managing a team or working with volunteers	✓	
<u>SPECIAL REQUIREMENTS/ATTITUDE</u> Imaginative	✓	
Articulate with good presentation skills.	✓	
Clear, efficient, and confident approach to accounting for cash and materials	✓	
Capable of taking responsibility for the running of a small community enterprise	✓	
Sympathetic and approachable, good listener	✓	

Capable of speaking to and understanding different social groups – e.g. young children, teachers, people with disabilities, donating businesses.	✓	
<p><u>OTHER</u></p> <p>Clean driving licence for Scrapstore van</p> <p>DBS checked.</p> <p>Able to lift and carry loads up to 25 kg.</p>	<p>✓</p> <p>✓</p> <p>✓</p>	

COMPLETED BY: Alan Caig, Chair Scrapstore Trust