

Production Assistant

About the company

Page & Bloom is a social enterprise that supports women into work after domestic abuse. We do this through training, work experience and employment opportunities. Our work is funded by our small business which makes and sells handmade paper flowers to customers for gifts, weddings and corporate events. You can find out more on our website here: www.pageandbloom.com

About the role

The Production Assistant will support the running of our social enterprise. You will learn to make the flowers, as well as helping with admin tasks. You will be working as part of a small team in our friendly studio.

Location

Our studio is in SE18, a 15 minute walk from Woolwich Dockyard or Charlton stations

Salary

Starting at £12,500 per year for 20 hours per week (equivalent of £25,000 full time position).

Hours

20 hours per week in the studio over 5 days. These hours can be flexible.

Because our work is about supporting women survivors of domestic abuse, all of our positions are open to women only (exempt under Equality Act 2010 Schedule 9, part 1).

Key job tasks

Production

- Working on a skilled production line to make handmade paper flowers (full training to make the flowers will be provided!)
- Helping teach other members of the team to make the flowers
- Assembling flowers into beautiful bouquets and packing them up ready for dispatch to customers
- Planning your workload to ensure orders are completed on time
- Checking flowers to ensure consistency and quality

Admin

- Processing customer orders via our website, including checking address details, calculating shipping dates, marking orders as dispatched etc.
- Responding to customer inquiries by email, social media and phone
- Ordering studio supplies and stationery
- Helping to plan and schedule social media posts
- Updating text and pictures on the website
- Helping to plan and run events such as flower making workshops
- Processing expenses for staff and trainees

General

- Supporting volunteer work placements and helping to create a positive environment for women's journey into work
- Supporting team members on other tasks to ensure the smooth running of the business
- Making sure studio policies are followed e.g. cleaning, health & safety, GDPR
- Helping to promote Page & Bloom's training programme in local events/forums
- Being flexible to the needs of the small business and working as an adaptable member of the team

Person specification

This job will be great for someone who is:

- Good at crafts/making things with your hands
- Organised and good attention to detail
- Methodical and motivated to complete tasks
- Able to multitask and prioritise workload in a busy working environment
- Good computer skills (Microsoft Word and Excel, internet, email)
- Enthusiastic and willing to learn
- Friendly and able to get on with people from different backgrounds
- Fluent in written and spoken English

As part of our safeguarding procedures, the person who holds this role will be subject to a DBS check, which we will organise and pay for. You don't need to declare these at the application stage. Previous convictions will not necessarily exclude you from the role, we will manage this on a case by case basis.

How to apply

- Please send a covering letter or a short video explaining why you think you would be good for the role and your previous experience to hello@pageandbloom.com by 10 August 2023 12pm.
- If you have a CV please send this as well, but you don't need one.

- Anyone who meets the person specification who has lived experience of domestic abuse will be guaranteed an interview.
- Please send a video of up to 3 minutes or a cover letter of up to 2 pages (but it doesn't need to be this long!)
- Interviews will take place the week of the 14 August.
- Flexible start date (ideally early September).