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| DWP Bid Unique Identifier |  |
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| Job Placement title | Sales and Merchandising Representative |

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| Job Placement summary |
| **Purpose of the role**  **The Sales and Merchandising Representative** will play an important role supporting the Visitor Services Manager and Café Manager with setting up the overall offer that Polka will provide in its shop and cafe. This includes researching, agreeing and setting up the merchandise and stock for the shop and café. You will be someone who isn’t afraid of getting their hands dirty e.g. unboxing items, and has an entrepreneurial spirit. We are starting from scratch with laying down the groundwork for setting up a new business venture for Polka and that’s very exciting to be involved in!  **Key areas of responsibility**  Research and buying  Identify a wide range of new, attractive and quality food and retail products, that could enhance sales in the shop and cafe  Make contact with our current suppliers, research potential new ones and set up and manage accounts  Negotiate prices with suppliers and obtain a variety of quotes to find the best price available within agreed quality specifications  Purchase the final products, in time for set up, that have been agreed upon with the Visitor Services Manager and the Café Manager  Arrange and coordinate deliveries  Monitor and maintain stock levels to ensure efficient turnaround if a product is selling fast  Rotate stock effectively so we don’t waste any stock that’s siting in storage waiting to be sold  Merchandising  Product placement – deciding and agreeing where the products will be positioned in the shop  Create attractive and enticing item displays in the shop and cafe  Research and propose alternative selling points e.g. online and any other marketing streams  Set Up  Itemise and log inventory inc. equipment and supplies  Compile lists of outstanding items needed to operate as a fully functional kitchen and cafe  Unbox and clean new equipment and items from storage  Research and source any outstanding items such as new outdoor cafe furniture  Assist with the daily set up of the kitchen and servery areas, creating ambience and providing a warm welcome for visitors  Assist with setting up new items and pricing on the Epos payment system. On the job training will be provided.  Duties and responsibilities of all team members  Maintain confidentiality in all areas relating to Polka Theatre where appropriate  Be aware of and comply with Health and Safety rules at work and to abide by the procedures as set out in the Health and Safety policy  Be aware of and comply with Safeguarding rules and legislation and to abide by the procedures as set out in the Safeguarding policy  Work in accordance with the principles of Polka’s Equalities statement  Be active in Polka Theatre’s commitment to Environmental Sustainability and reduce environmental impact  Abide by other guidelines, procedures and policies provided by Polka Theatre  Contribute towards Polka’s fundraising goals, this may include research, writing applications, advocacy and managing relationships  Take part in such working groups as might from time to time be required for the fulfilment of organisational aims and objectives  Participate in all training and development initiatives as required  Undertake any other duties as may be reasonably required.  **About Polka Theatre**  Polka is a pioneering national theatre for children aged 0 to 12 years old, based in Wimbledon, South West London. We are a charity and one of Arts Council England’s National Portfolio Organisations. Polka was the first venue in the UK to be created exclusively for young audiences in 1979.  Following the effects of Covid19 on the performing arts industry, Polka is adapting how we achieve our mission and vision. We will continue to be a destination where everyone is welcome, connecting children, families and communities.  All of this requires us to work together collaboratively, sharing ideas and being even more flexible in our attitude, expectations and operations. We are a small team and the work we do crosses over between each department in the organisation.  In 2019 we began a major redevelopment of our 40 year old theatre venue, which will be completed in spring 2021. Now, more than ever, we are taking this opportunity to redevelop and reimagine Polka for future generations. We are delighted to be recruiting several roles to help us come back stronger than ever. This truly is an exciting time to join Polka as we try out new things in our new venue! We look forward to hearing from you.  For more information about Polka Theatre and our work, please visit www.polkatheatre.com  **Holiday** 20 days per annum pro rata plus bank and public holidays. On completion of the probationary period, you are entitled to take holiday accrued on a pro rata basis.  **Pension and benefits** After 3 months you will be automatically enrolled into NOW Pensions scheme in accordance with statutory deadlines and contributions  Complementary tickets for all Polka productions subject to availability  Discounts on main meals, tea and coffee in Polka’s cafe.  **Probationary period** Appointment is subject to satisfactory completion of 1 month of probation. 1 weeks’ notice by either party until successful completion of probation.  **Notice Period** 2 weeks on both sides i.e. you and the Polka, following probationary period.  **Equalities information** Polka is an Equal Opportunities employer, we seek to encourage applications from all sections of the community, especially those which are under represented in its workforce.  **Other information** Polka is funded by Arts Council England, London, registered charity number 256979. |

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| Essential skills, experience and qualifications | **Essential**  Aged 18 to 24 and on universal credit to be eligible to apply as part of the government’s Kickstart Scheme. Due to child protection issues we can only accept 18 to 24 year olds.  A desire in career development and progression in the areas of retail and/or food service  A positive and can-do attitude  Inquisitive and always on the lookout for a good deal  Confidence and friendliness when dealing with customers  An interest in the arts and children’s theatre  Able to  handle physical workload e.g. moving and unpacking boxes  multitask  meet deadlines  work calmly under pressure  work in collaboration with other people  deal appropriately with confidential information  deal with a wide range of people at all levels using tact, diplomacy and patience  Strong time management skills  Strong communication skills, both written and verbal  Strong organisational skills, with attention to detail and a methodical approach to work with high level of focus and accuracy  Strong office skills and computer literacy including Microsoft Office suite of Word, Outlook, Excel  Quick to adapt, pick up new IT packages and willingness to learn |
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| Job category (DWP use only) |  |
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| Number of hours per week | 25hrs per week |
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| Working pattern and contracted hours (including any shift patterns) | 25 hours per week worked over 4 days including 3 days working 9.30am to 5.30pm with 1-hour unpaid lunch break and 1 day working for 4 hours, times to be agreed to suit you and Polka.  Additional hours may be necessary to fulfil the requirements of the post.  This could include evenings and weekends and travel out of London when required.  We operate a Time off in Lieu, TOIL, system. |
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| Hourly rate of pay | £20,000 per annum pro rata |

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| Details of employability support (training opportunities/mentor) |
| We will be working with our Kickstart Gateway, Merton Chamber of Commerce to provide the Kickstarter with support throughout the 6 months. It includes  An induction session will take place upon starting the job, where you will be provided with a training plan template to support you through your placement.  Mentors will be provided along with regular supervision with your line manager. We will ask you for your feedback during this period.  We will provide you with access to online elearning resources as appropriate to support you in your role.  **Training provided**  You will be offered training to support you to developing your key inter-personal skills. This includes development of communication and confidence, dealing with customers, suppliers and colleagues.  Development of employability skills including attendance, timekeeping and team working.  Applying digital skills in the workplace in an appropriate way, using the right tone and language.  How to succeed in interviews including CV preparation, interviews in a virtual world and mock interview scenarios. |

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| Company name | Polka Theatre |
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| Closing date for applications | 18th October 2021, or later if appropriate applicant hasn’t been found by that date. |

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| Using the table on the next page please provide details for each Job Placement by location. |

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| Employer Job Placement reference (where applicable) | Job Placement location and address (including post code) | Contact details for the Job Placement  Name  Email address  Telephone | How to apply for the Job Placement | Number of Job Placements at location | Maximum number of referrals per Job Placement | Is public transport available? Yes/ No/ Don't know | Anticipated start date/s (if known) |
| POL01 | 240 The Broadway, Wimbledon, London SW19 1SB | to Hilary O’Connor, Head of Operations at hilary@polkatheatre.com  Tel 020 8543 4888 | Please complete our application form, accessed on our website at <https://polkatheatre.com/jobs/>  ensuring you address each area of the person specification  Submit your application, outlining your suitability for the post to Hilary O’Connor, Head of Operations at [hilary@polkatheatre.com](mailto:hilary@polkatheatre.com)  Please also complete the equality monitoring form via this SurveyMonkey link: <https://www.surveymonkey.co.uk/r/NJ9YRKV>  If you would like to discuss this role in more detail please call Hilary O’Connor, Head of Operations on 020 8545 8334 or email hilary@polkatheatre.com  **Access information** if you require the Job Pack in a different format please call us on 020 8543 4888 or email lynette@polkheatre.com | 1 | No Maximum | Yes – within walking distance of Wimbledon mainline station, underground, tramlink and buses | 25th October 2021 ideally but later to ensure right applicant is found |
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