



Make Do and Grow CIC is a not-for-profit social enterprise, focussed on supporting growing families, developing creativity and encouraging reuse.

Based in a retail unit in Govan, Make Do and Grow sells low cost, preloved clothing and toys for growing children. Within the shop area, families are encouraged to play with the toys, read a book or draw on the chalkboard wall. Meanwhile, the creative workshop area offers free drop in arts and crafts and after school workshops throughout the week. All activities reuse scrap and waste materials wherever possible.

The Toy Library, based five minutes away at 901 Govan Road, provides high quality toys on a membership based borrow and return model. Families have access to educational and play inspired toys which support learning and development, all whilst building connection, encouraging play and facilitating reuse over new.

As a social enterprise, all profits are reinvested, allowing Make Do and Grow to open access to even more creative and family activities and partner with other local organisations, increasing resources and support for local families and children.

We are looking for someone amazing to provide management support across all our services (Shop, Toy Library and Creative Workshops), for 22.5 hours per week. (3 days each week including Wednesdays, Fridays and Saturdays).

This role is a varied and dynamic position which responds to an ever changing environment in the third sector. It requires someone with strong administration skills and creative vision, who loves community and creating good outcomes for families, children and young people.

Working alongside our General Manager, you will have responsibility for our shop, toy library and creative workshop and the development of our staff and volunteers. You will have great leadership skills and a wide and varied experience across both retail and delivering creative activity.

**Job Role:** Assistant Manager

**Salary:** £22,000- £25,000 Pro rata salary scale, dependent on experience. Paid monthly

**Hours of Work:** 22.5 hours per week. (7.5 hours daily plus 30 minute unpaid lunch break per day). Preferred start date for this role is October / November. This role is an initial 12 month contract (may be extended, funding dependent).

**Location of Work:**

Make Do and Grow Shop, 41 Burleigh Street, Govan, G51 3LA

**N.B.** This role can involve working directly with children and as such is subject to a full disclosure (PVG Membership) which we will process or update for you.

**Duties**

- Support organisation management responsibilities and plan / deliver shop tasks and creative workshops
- Management of The Toy Library service, staff and volunteers in the absence of the Toy Library Coordinator
- Management of volunteer coordination in the absence of volunteer coordinator and General Manager.
- Management of retail shop area, including customer service, stock rotation, window dressing, pricing, till operation and cash handling.
- Maintenance of workshop area, ensuring clean and safe working environment for children, staff and volunteers
- Ensure organised stock facilities, and clean and safe working environment
- Support social media and website content creation and publishing
- Design, planning and delivery of arts and crafts activities for children and families, using scrap materials where possible.
- Monitoring and reporting against planned outcomes and establishing new measurements and procedures where required.
- Support in development of all staff and volunteers.
- Other duties as necessary to meet the immediate needs of the organisation.

**Person Specification:**

	Essential	Desirable
Qualifications	Highers or equivalent	A relevant qualification in business, the arts, childcare or teaching would be an advantage.
Experience	<p>Experience working with children or families.</p> <p>Experience in delivering creative activities.</p> <p>Experience working in retail. Management level experience.</p> <p>Understanding/experience of the challenges of working in a small third sector organisation.</p>	<p>Understanding of Social Enterprise. Experience across the arts.</p> <p>Experience working in collaboration with other organisations and with large community groups.</p> <p>Volunteer management.</p> <p>Fundraising experience an advantage</p>
Skills	Basic IT skills (Word, Excel).	Knowledge of Social Media Platforms.

	<p>Excellent communication and customer service skills.</p> <p>Good organisation and reporting skills.</p> <p>Excellent planning and time management skills.</p>	<p>Some knowledge of children's clothing and toys would be an Advantage.</p> <p>Some level of artistic ability would be an advantage.</p> <p>Clean driving licence an advantage.</p>
Personal Attributes	<p>Flexible, Creative thinker, Problem Solver, Positive, Resilient.</p> <p>Able to work on your own and in a team</p> <p>Decisive. Confident in taking initiative.</p> <p>A planner and a doer.</p>	<p>Able to relate to and quickly build rapport with a diverse range of people</p>