**Work Experience 2025**

**Role Description**

**Introduction**

Christow Community shop provides an accessible not-for-profit local shop owned and run by and for the community. Selling locally produced food and goods, the shop also offers hot beverages and a place for people from Christow and the surrounding villages to meet.

The shop is mainly staffed by a team of committed volunteers without whom it would not be possible to provide this well-used service. We also employ a part-time manager, Dan Rockett.

We are now offering either one, 10-hour per week or two, 5-hour per week paid, part-time work opportunities to one or two people for a period of up to 10 weeks starting no later than the week beginning Monday 14th July and up to and including Saturday 20th September. As this is an entry level role we are especially keen to hear from candidates aged 16 and above who are starting out in the world of work and wish to gain work experience in a safe and friendly environment. A shorter contract may be considered if the right person for the job has limited availability in September.

**Role summary**

The role entails assisting in the shop under the supervision of one of our volunteer staff members. No previous retail experience is required.

**What you may be doing…**

Under the supervision of one of our trained volunteers:

* Being friendly, welcoming, and helping customers
* Taking card and cash payments (till training will be given)
* Preparing stock for sale (ensuring shelves are always stocked and tidy)
* Checking off, pricing and putting away goods delivered
* Serving all customers in a polite and professional manner
* Helping to keep the shop and store rooms tidy and clean

**This role will suit you if you…**

* Enjoy meeting and dealing with the general public
* Are friendly, positive and approachable
* Can work well with others in a team
* Like to be kept busy and active
* Are reliable and punctual
* Want to gain retail or general work experience

**This role could bring you…**

* Satisfaction through your contribution to the community
* New friends and social connections
* A sense of purpose
* New skills and greater employability (we will provide a reference letter)
* More confidence

**The successful applicant(s) will be asked to…**

* Complete a one-hour induction session with the shop manager
* Undertake ongoing, on-the-job training by our volunteer staff and manager
* Arrive for work punctually and apply themselves diligently to the tasks allocated
* Dress in clean and tidy clothes and shoes suitable for the role (an apron is provided)
* Act with honesty and integrity
* Be a respectful and inclusive team-player
* Act according to our policies and procedures as shared during your induction

**Hours of work and remuneration**

1. Saturday shifts: 5 hours each Saturday from 19th July to 20th September 2025 inclusive.

The shift will vary between early start (9am to 2pm) and late start (11.30am to 4.30pm).

1. Weekday late afternoon shifts: two weekdays per week, days to be agreed, from 3.45pm to 6.15pm, starting the week beginning 14th July 2025.

Depending on applicants’ suitability and availability we may offer the two shift sets to the same person or to two different people and the finish date may be negotiable for the right candidate.

Rates of pay depend on age and are above the current National Living Wage:

* 16 and 17 years old: £8.50 per hour
* 18 to 20 years old: £10.50 per hour
* 21 years and over: £12.50 per hour

Wages will be paid in arrears by BACS into your nominated bank account at the end of July and August and by 24th September during the final month of employment.

**How to apply**

Please complete the form on the next page and email it to Dan Rockett at:

[manager@christowshop.org.uk](mailto:manager@christowshop.org.uk)

All applications must be received at this email address by noon on Monday 30th June 2025. Late applications will not be considered.

**Appointment process**

All applicants will be contacted by email by the end of Tuesday, 1st July to let them know whether they have been shortlisted for the role.

Shortlisted applicants will be invited for a short (30 minute) interview between Thursday 3rd July and Wednesday 9th July.

Shortlisted applicants who have attended an interview will be told the outcome of the interview by the end of Thursday 10th July and the successful candidate(s) will start work the week beginning Monday 14th July.

**PERSONAL DETAILS**

|  |  |  |
| --- | --- | --- |
| Title: | First name: | |
| Last name: | | |
| Address: | | |
|  | | Postcode: |
| Home phone: | | |
| Mobile: | | |
| Email: | | |
| Date of birth: | | |

**EMERGENCY CONTACT**

|  |
| --- |
| Name: |
| Relationship to you: |
| Phone: |

**AVAILABILITY**

**Which shifts are you applying for? Select one of the following options.**

|  |  |
| --- | --- |
| Weekday late afternoons only (5 hours per week) |  |
| Saturdays only (5 hours per week) |  |
| Either Saturdays or weekdays but not both (5 hours per week) |  |
| Both weekdays and Saturdays (10 hours per week) |  |

**If you are applying for weekday shifts:**

Which days are you available to work? Please tick all that apply:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Mon |  | Tues |  | Weds |  | Thur |  | Fri |  |

**BACKGROUND**

Please tell us a little bit about yourself including any skills, interests or life experience that you would be able to bring to this role.

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| --- |
|  |

**REFERENCE**

Please give details for one referee that you are happy for us to contact. They must have known you for at least 1 year and not be a relative, in a personal relationship with you or live at the same address. They do not have to be a past employer. Please provide both their email address and phone number if possible, but only after you have got their permission to do so.

|  |
| --- |
| Name: |
| How do they know you? |
| Email: |
| Phone: |