

Fashion
AS A FORCE
for good

SMART
WORKS

SMART WORKS CHARITY

Stock Room Assistant- South London

Salary: £14,404

Contract: 12 month fixed term contract

Working pattern: Part time, 20 hours, Tuesday-Friday

Location: Croydon

Closing date: 5pm on Sunday 19th January 2025

ABOUT SMART WORKS

Smart Works is a dynamic, high profile and fast-growing UK charity that dresses, coaches and empowers unemployed women for success at their job interview. After visiting Smart Works, 63% of clients secure a job within a month.

The Smart Works service is delivered in London, Manchester, Stockport, Glasgow, Edinburgh, Birmingham, Newcastle, Reading and Leeds. Over the past eleven years, Smart Works has helped over 40,000 women. It is our mission that any woman who needs our service should be able to find her way to a Smart Works centre.

In April 2022, Smart Works launched a Three-Year Plan that will see the charity double the number of women helped annually from 5,000 to 10,000 women a year. We are on track to achieve this by expanding the reach of our existing centres and opening new centres in areas of need including Bristol; set to open in early 2025.

More information about who we are can be found on our [website](#).



ABOUT THE ROLE

As a Stock Room Assistant, you will be joining our Wardrobe team to assist in delivering a high quality service to every woman we help, and ensuring the best possible use of wardrobe donations.

You will work directly with the Smart Works Group Head of Wardrobe who has 20+ years of experience in visual merchandising, design, partnering with retailers, and wardrobe management. This role will suit anyone who is organised, practical, and has an appreciation of fashion or an interest in working in the charity sector.

DUTIES AND RESPONSIBILITIES

Assist the Group Head of Wardrobe in delivering a high-quality service to every woman we help and ensuring the best possible use of wardrobe donations. Assist in the day-to-day management of wardrobe and clothing stock in London:

- Processing clothing donations received, including sorting, steaming, and hanging to ensure the dressing room and wardrobe are well stocked.
- Curating sale stock for office/centre pop ups, managing sale stock levels and keeping an up-to date inventory for all events.
- Oversee visual merchandizing standards and presentation throughout the dressing areas.
- Manage the rota for the regular team of wardrobe volunteers, onboard and train new volunteers.
- Liaise monthly with regional centres to coordinate HQ stock support where possible.
- Support for our fundraising sales.
- Support with preparation of stock for all clothing sales, including pricing and organising.



SKILLS, KNOWLEDGE, AND PERSONAL ATTRIBUTES

No formal experience or qualifications are required for this role, but we would love to hear from you if you are:

- A creative problem solver, who gets things done
- Hard working, with good attention to detail
- Friendly and like talking to people
- Curious and enjoy learning and trying new things
- A good team player with a strong work ethic

General duties of a Smart Works staff member

- Represent the Charity's entrepreneurial drive and focus on tangible outcomes, helping to deliver big results from a small staff team
- Work collaboratively and cooperatively with all team members and take an active part in staff meetings and discussions
- Adhere to our policies and procedures and be an ambassador for our charity
- Play your part in ensuring that each woman who comes through our door is treated with respect and empathy

We particularly welcome applications from black, Asian and minority ethnic candidates, disabled candidates, and candidates with lived experience of female unemployment as we would like to increase the representation of these groups at Smart Works.



BENEFITS, TERMS, AND CONDITIONS

- Salary of £14,404
- 12 month fixed term contract (Maternity Cover).
- Part time role, 20 hours per week. Preferred working hours are Tuesday-Friday 9:30-14:30.
- Reporting to the Head of Wardrobe.
- Based in South London, Croydon. Due to the nature of this role, it cannot be completed from home or with hybrid working.
- 25 days annual leave, plus bank holidays and additional discretionary leave between Christmas and New Year.
- Positive working environment with investment in training and progression.
- VIP access at some Smart Works sales, events and pop-up shops.
- All successful applicants must provide references and complete a satisfactory Basic DBS and Right to Work check.

HOW TO APPLY

Please submit a CV and a cover letter by **5pm on Sunday 19th January**. Your cover letter should detail the skills and experience you have and why you want to work for Smart Works. Your application should be addressed to Victoria Mullin, Head of Wardrobe.

An in person interview will take place at the South London centre in Croydon on January 22nd.

If you require any reasonable adjustments or alterations for the application and recruitment processes, please contact recruitment@smartworks.org.uk.

Smart Works is committed to best practice employment practices, including reducing the burden for those seeking work. Smart Works will therefore reimburse reasonable costs of travel to interviews if required.

At Smart Works we will apply suitable measures to keep your information secure in accordance with our Privacy Policy (a current version of which is available on our [website](#)).