

# GROUNDWORK GREATER MANCHESTER



Working Wardrobe Project  
Assistant  
Job Description &  
Person Specification



SALARY
£14,820 (30 hours per week)
DURATION OF THE POST
9 month fixed term contract
BUSINESS UNIT
Employment & Enterprise
LOCATION
Ashton under Lyne and Trafford
ACCOUNTABLE TO
Working Wardrobe Project Officer
RESPONSIBLE FOR
TEAM
Employment

**OVERVIEW OF THE POST**

The Trafford Working Wardrobe Project is a new service which involves providing unemployed people that have secured a job interview with a personal styling service and full outfit for interview plus intensive interview coaching session to help them secure the job they deserve. Clothing, shoes and accessories required for the service are sourced through donations from retailers, other businesses and members of the public. The post holder will be involved in supporting the establishment and day to day running of this service.

**ROLE & MAIN PURPOSES OF THE POST**

The purpose of this role is to support the Working Wardrobe Project Officer to establish a new service in Trafford providing personally styled outfits for interview, and interview advice, for unemployed adults that have secured a job interview. You will be based at our offices in Ashton under Lyne but also working at different locations in Trafford.

**Main Responsibilities for the Role**

1. Leading stock control of clothes, shoes and accessories donated for the project – including processing, cleaning, preparing and organising donations of clothing from businesses and retailers.
2. Providing support in delivery of personal styling appointments with customers, including selecting and packing clothing needed for pre-booked appointments and assisting in group training sessions and appointments.
3. Organising donation drives and collections of clothing from businesses
4. Preparing packs of toiletries, cosmetics and other gifts or treats for customers using the service
5. Recording sources of donations to support project evaluation and donor recognition.
6. Sorting and donating clothing to charity shops that cannot be used by the project.
7. Liaising with partner organisations supporting different aspects of the project
8. Speaking to customers and booking in for appointments.
9. Supporting project administration processes and marketing activities including use of social media.
10. Researching and building intelligence concerning potential new project donors and supporters and clothing sustainability.

**PERSON SPECIFICATION****Essential skills, qualifications and experience**

- Interest in clothing and fashion essential
- Friendly personality with strong verbal communication skills
- Passion for the environment and commitment to supporting people to lead a more sustainable lifestyle desirable
- Able to work within team and on own
- Creative
- Good ICT skills
- Good practical organisational skills

**Desirable skills, qualifications and experience**

- Driving licence

- Experience of working in clothing retail
- Skills relating to hair and beauty, design, textiles, dressmaking or tailoring also useful for role

**Values and ethos:**

- A genuine passion for Groundwork Greater Manchester's mission and values;
- A commitment to the delivery of high quality services and value for money.
- Commitment to an agile project/team culture of 'learning in action' to ensure the team/project learns the most it can from its work in the community and adapts accordingly
- Commitment to inclusion and team-work
- A commitment to low-carbon ways of working

**ADDITIONAL FACTORS**

- Undertake training and development deemed necessary for the pursuance of the post.
- Comply with the Trusts Policies and Procedures including, but not exclusively, Equality, Diversity and Inclusion, Data Protection, Health and Safety and Environment.

**PREPARED BY:** Venetia Knight**PREPARED ON:** June 2021