



Jobs with Purpose

Job title	Pottery Team Member
Candidate Brief	<p>Exciting times are ahead for our Pottery in Crawfordsburn. A re-branding of the site will see it turn into a place for entertaining, learning and celebrating.</p> <p>As a Pottery Team Member you will bring your passion and flair to create great experiences for our customers and participants. You will provide support in the delivery of great events including preparing food and drink, and keep our pottery looking brilliant. At the same time you will provide support to our participants, sharing your passion and skill with them, leading by example to help find jobs with a future.</p>
Location	Loaf Pottery, 24 Main Street, Crawfordsburn
Reports to	Pottery Manager
Hours:	Adhoc hours - varied to include evenings and weekends
Hourly rate:	National Living Wage - £11.44

Mission

Supporting people with learning difficulties and autism into jobs with a future.

Vision

A society where people with learning difficulties live, work and socialize as valued citizens.

Main Responsibilities

1. Support the pottery team in the delivery of really great event experiences.
2. Share your passion and skill with our participants to ensure that they too are able to develop and build on their skills.
3. Care for Loaf Pottery as much as we do, making sure that it remains clean and tidy, and that all food safety documentation is completed.
4. Demonstrate a passion for people by delivering a great customer experience to each and every one of our visitors, every single time.
5. Ensure that everything we do is aligned with our quality standards.
6. Complete all training and attend any meetings required to ensure you are able to do your job to the very best of your ability - your development is as important to us as it is you.

This job description is not definitive and may be subjective to review as the duties and the responsibilities determine.

Aug 2024



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Personnel Specification

Essential

1. Ability to work under pressure
2. A can –do attitude.
3. Ability to work evening/weekends as & when required.
4. Previous experience (paid or voluntary) of working in a busy catering environment.

Desirable

1. Barista trained.
2. Essential Food Hygiene Certificate
3. Experience of keeping records
4. Knowledge and understanding of the needs of disabled people and a commitment to the equal rights.
5. Experience of dealing with customers.

NOW Group adhere to the AccessNI Code of Practice and it is our policy to obtain an Enhanced Disclosure for employees who will be working within our service delivery teams. This check will be completed before employment commences and only if successful at interview. For further information please refer to the Access NI Code of Practice at [AccessNI Code of Practice \(nidirect.gov.uk\)](https://nidirect.gov.uk)

A copy of our policy on the secure handling, use, storage and retention of information is available on request.

In line with the Rehabilitation of Offenders (Exceptions)(NI) Order 1979 (as amended in 2014), NOW Group's will only ask about convictions which are defined as "not protected" for the purposes of obtaining a Standard or Enhanced disclosure. Please note that a criminal record will not necessarily be a bar to obtaining a position. A copy of our policy on the Recruitment of Ex-Offenders is available on request.



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Values & Behaviours



All employees in NOW Group are required to subscribe to the values of the organisation and demonstrate these values through agreed behaviours in their day to day work and their relationships with participants, stakeholders and colleagues. These are displayed on the next sheet.

Candidates will be expected to demonstrate relevant values and behaviours as part of the interview process.