BeyondAutism
Post-19

Post-19 Social Enterprise – Card Making

Production Department

Job Roles:

- Assembling the cards
- Cutting out shapes using paper cutter
- Sticking shapes on to card
- Stamping phrases on to card

In this department employees follow written/visual instructions to make the cards by hand. Once the cards are created, employees are responsible for packaging and labelling the products so that they are ready for sale.

Retail Department

Job Roles:

- Photography
- Writing a product description
- Creating a flyer
- Social Media

In this department employees develop skills to market the product. These include photographing the cards, writing a product description and creating marketing products (e.g. flyers/social media content).

Distribution Department

Job Roles:

- Packaging and sending items
- Flyer-ing round local area

In this department employees are responsible for distributing the product. This includes packaging and sending any items that have been ordered, in addition to flyer-ing round the local area to increase interest.

Administration Department

Job Roles:

- Orders and sales
- Ordering raw materials
- Accounts

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In this department, employees are responsible for the ‘behind-the-scenes’ administration. This includes ordering the raw materials, record keeping / accounts, orders and sales.

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