Post-19 Social Enterprise – Keyrings

Production Department

Job Roles:

- Making the keyrings
- Packaging the keyrings

In this department employees follow written/visual instructions to make the keyrings by hand. Once the keyrings have been baked, employees are responsible for packaging the keyrings 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 items, writing a product description and creating marketing products (e.g. flyer/social media).

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

Registered Charity in England and Wales No. 1082599. Registered Company No. 4041459.
Registered Office: Ashurst LLP, London Fruit & Wool Exchange, 1 Duval Square, London, E1 6PW

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

Registered Charity in England and Wales No. 1082599. Registered Company No. 4041459.
Registered Office: Ashurst LLP, London Fruit & Wool Exchange, 1 Duval Square, London, E1 6PW