



We need great people to be a part of a retail store that delivers more.

Your applicant information pack: Casual Production Assistant (Casual Hours)



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We're the Scout Store Team. We're doing great, but you can help us do better.

Do you want to join a fast-paced business undergoing an incredible transformation? Join Scout Store now. We're bringing Scout Store's brand from a niche market to the national stage. We're building a consumer-focused, ethical, and sustainable brand able to compete with any high-street retailer. Be part of this amazing journey.

We're an ambitious digital business fundraising for a charity. We're constantly looking at ways to improve our customer experience at every touch point, putting our users at the heart of every decision we make. Does this sound right for you? Join our team, and you'll be pleasantly surprised by our great culture and team.

Scout Store is constantly changing and evolving as a company, to adapt and meet the retail market needs and standards. Everyone has a voice, every idea and every suggestion is listened to and considered. Your potential to influence how the business really has no limit.

We're all about supporting and trusting you to do your job to the best of your abilities. You'll have freedom and flexibility, the opportunity to make a visible difference within your team, your department and in young people's lives as well as grow professionally. We believe in leading by example and that a thriving team helps us all develop.

Scout Store is not all about business: a happy team is the key to success. We've got a Social Committee that organises monthly team-building events: staff quizzes, payday gatherings and more.

A brilliant place to work, we all dress casually, help each other, and take pride that every pound of profit we make goes back into supporting Scouts and our Skills For Life strategy.

Stuart Graham - Hiring Manager
Production Manager

Hello, it's you we're looking for.

At Scout Store, we're part of Scouts and everyone's welcome here - all genders, races and backgrounds, as well as disabilities and those from the LGBTQ+ community. We give over 400,000 4–25-year-olds the skills they need for school, college, university, the job interview: the skills they need for life.

Right across the UK, we're helping young people gain skills for life and find their place in the world. We help them speak up, play their part and shine bright. Scouts is the place to be yourself and find yourself.

These are young people who are not afraid to stand up for what they believe in, to do the right thing and think of others before themselves.

At a time when communities sometimes feel divided, Scouts brings people together. We're building stronger communities and contributing to a stronger society. All this is made possible by the generosity of our adult volunteers.

We were voted Charity of the Year in 2022 and we are accredited with Investors in People Gold Standard.

Now's a challenging time for us all, but Scouts has never been more important - giving young people purpose, hope, and a place to belong. With the launch of Squirrels for 4–6 year-olds, and opening more units in even more areas of deprivation, we're making more of a difference than ever.

Visit the Scouts online [here](#) for more on our values and [#SkillsforLife](#) strategy.



Carl Hankinson, UK Chief Volunteer

Aidan Jones, Chief Executive

'At a time when communities sometimes feel divided, Scouts brings people together. We're building stronger communities and contributing to a stronger society.' Carl Hankinson, UK Chief Volunteer

What's in it for you?

You'll be helping change young people's lives. But what else is there for you?

- Work in a way that suits you, your role and your department.
- Be proud to say you're part of a team with Investors in People (Gold)
- Plenty of opportunity for learning and development.
- 28 days holiday a year, plus bank holidays rising to 32 days after two years, (and we don't insist you go camping).
- Four extra days to look after your family when they need you
- Three extra days over Christmas (that's our gift to you)
- When you're at the office, you'll be surrounded by beautiful surroundings - our Lancing office being just five minutes from the sea (that means lovely lunchtime walks along the beach).
- Be part of a team that believes having fun's important too, with regular culture huddles, team and charity days creating a great informal work environment where you'll get to build great relationships.



Chief Scout, polar explorer and TV presenter, Dwayne Fields, (second from left) with celebrity chef Levi Roots (third from left) with our Scouts at 10 Downing Street, London.

Want to know more?

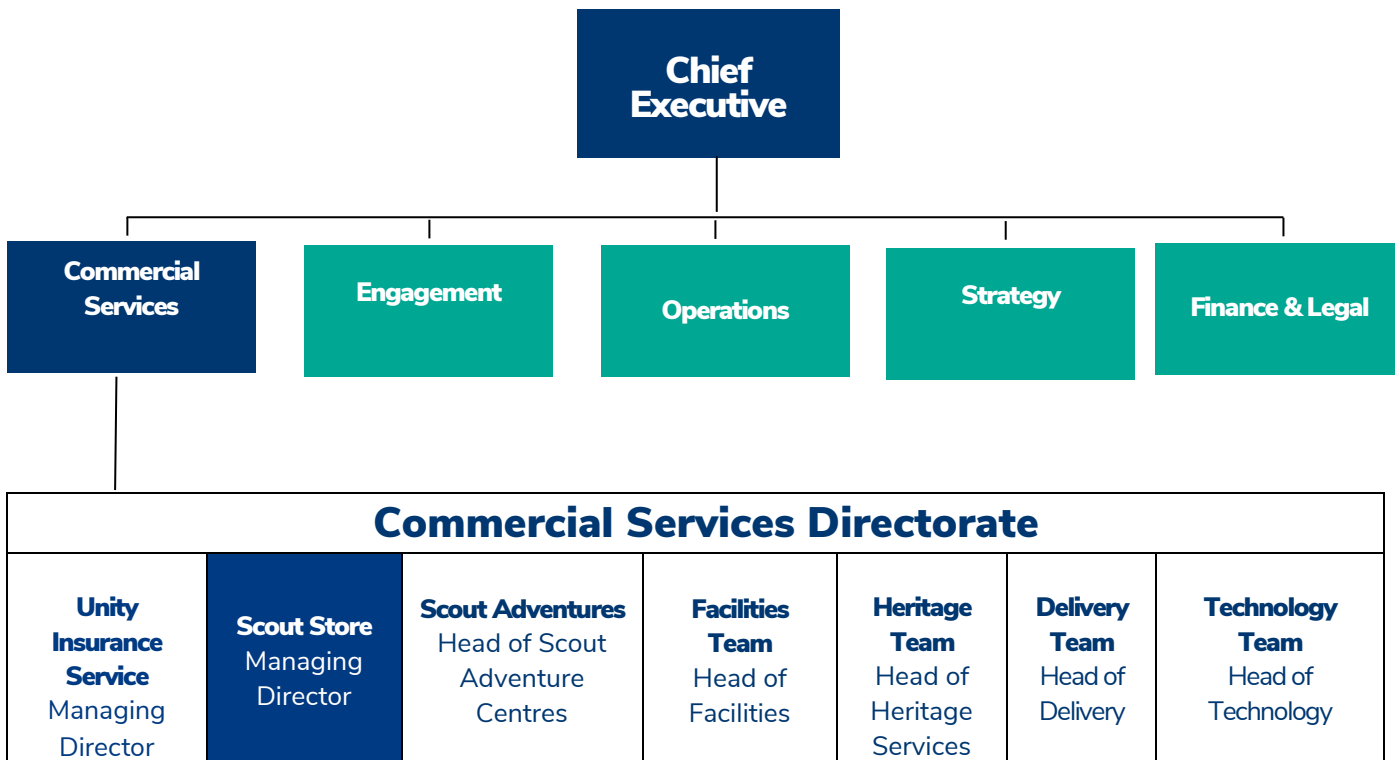
Check out our [benefits page](#)

Visit our [Scout Store | The Shop](#) for all your Scouting essentials and more



How we're structured

This role will be based in Lancing, West Sussex. Scouts UK Headquarters is based at Gilwell Park, Chingford, London, and is operationally divided into five directorates:



Operations Team Structure



About the role – Casual Production Assistant

Responsible to:	Stuart Graham, Production Manager
Department:	Operations – Scout Store
Base location:	Littlehampton
Term:	Casual / Ad-hoc
Salary:	£12.71 per hour
Hours:	Variable / Casual. Shifts offered on an ad-hoc basis according to operational demands (typically between Monday to Friday daytime; no evenings or weekends)
Line management responsibility:	None
Internal relationships:	Production manager, Production Team, Operations Team
DBS:	Basic

What's expected?

As a casual Production Assistant, you will provide vital, flexible support to the Littlehampton production team during busy periods and large-order fulfilment. You will assist with setting up, operating, and clearing machinery across garment decoration (heat pressing and embroidery), ensuring that items meet strict quality control standards and safety procedures

Key accountabilities

- **Order Fulfilment:** Assist with printing and embroidery workflows for t-shirts, hoodies, uniforms, and event merchandise according to order specifications and turnaround targets.
- **Machine Operation:** Safely set up, operate, and assist with production machinery (heat presses, DTF printers, embroidery machines) following agreed standard operating procedures.
- **Quality Assurance:** Conduct visual quality checks on all decorated items, inspecting prints, embroidery stitching, placement, and garment consistency before packing.
- **Preparation & Finishing:** Unpack blank garments, prepare transfers/thread, weed transfers, trim embroidery backing, and fold/pack finished stock accurately.
- **Stock & Materials Handling:** Assist with checking off incoming stock, moving blanks and consumables, and keeping production workstations replenished.

- **Health, Safety & Housekeeping:** Comply fully with workshop safety regulations and ensure the print/embroidery area remains clean, organised, and hazard-free

Skills and abilities

- Strong attention to detail with pride in producing neat, accurate, high-quality work.
- Good practical, hands-on ability and confidence learning to operate light production machinery.
- Reliable, punctual, and adaptable to short notice shifts or changing production priorities.
- Good verbal communication skills and the ability to follow operational instructions closely.
- Strong health and safety awareness in a workshop environment.

Knowledge, experience and qualifications

- Previous experience in a production, warehouse, print room, or garment decoration environment (DTF, screen print, heat pressing, or embroidery).
- Basic computer literacy (familiarity with digital artwork or print software is a plus, but full on-the-job machine training is provided).

Personal qualities

- **Team Player:** Supportive and collaborative, happy to get stuck in wherever the day's workflow demands.
- **Adaptable:** Comfortable switching between different tasks (heat pressing, weeding, trimming, packing) as orders fluctuate.
- **Reliable:** Honest and dependable when accepting shifts.



Equity, Diversity & Inclusion

The Scouts is an equal opportunities employer and we are committed to fostering an inclusive environment where everyone feels valued and empowered to contribute. We offer flexible working arrangements to support diverse needs and lifestyles, ensuring that our teams can thrive both professionally and personally. We welcome and encourage applicants from all walks of life, believing that varied perspectives strengthen our innovation and

community. Your unique experiences and ideas are essential to our success, and we look forward to hearing from all voices.

How to apply

Before making an application, please make sure you've read the **Recruitment and Selection Policy**.

Please submit an application via our job page by 11:59 pm on Thursday 2nd July 2026.

To help us monitor the application of our **Equality, Diversity and Inclusion Policy**, we'd be grateful if you'd also complete the Recruitment Monitoring questions on the Application Form.

Scouts is an inclusive organisation, and we are committed to creating a recruitment process that is accessible to everyone. If you need support during the application process, please email recruitment@scouts.org.uk, and we will endeavour to support your accessibility needs.

If you are shortlisted for an interview, we will ask you whether you require any adjustments or support to participate fully in the selection process.

Interviews will be held in person on Tuesday 14th July 2026.

If you'd like to find out more to see if this role suits you, we'd be very happy to have an informal chat; please contact recruitment@scouts.org.uk to set up a call or virtual meeting.