Freelance Community Shop role - Restore at the Dusty Forge

We're looking for a friendly, organised freelance shop lead to help run Restore, our weekly community shop at the Dusty Forge in Ely.

Restore reopened this summer with a fresh new look, shaped together with our staff and volunteers. Every Thursday it offers free donated essentials, low-cost ready meals cooked in our community kitchen, and a pet food bank. We've also started receiving deliveries from Multibank Cymru, bringing household essentials, clothing, baby items and cleaning products to local families. It's a place where people can pick up what they need with dignity, have a chat and find out about the wider support ACE offers.

Each Thursday, you'll lead a small team of volunteers to run the shop, working closely with ACE staff leads in our Health and Community Support programmes.

What you'll be doing

- Coordinating and supervising volunteers to run the community fridge, Multibank distribution and pet food bank
- Getting our storage room organised and keeping it that way, so stock is safe, rotated and easy to find
- Creating a warm, welcoming, non-judgemental space for everyone who comes through the door
- Working alongside our Health and Community Support teams so people can be connected to the advice and wellbeing support ACE offers
- Recording visits, stock and other information accurately in our shop database

Could this be you? We're looking for someone who:

- Believes everyone deserves access to good food and everyday essentials, and that how we offer help matters as much as what we offer
- Has experience running or supporting a community shop, pantry, food bank, community fridge or similar, or relevant retail or stock management experience
- Is confident supervising and encouraging volunteers from all walks of life in a respectful, non-judgemental way
- Is well organised, practical and happy to get stuck in with sorting, stacking and lifting stock
- Holds a Level 2 Food Hygiene certificate (or equivalent), or is willing to complete this, and understands the basics of safely redistributing food (use-by and best before dates, fridge temperature checks, allergen information)
- Is comfortable using a computer for straightforward data entry
- Is registered self-employed and able to invoice for their time
- Is able to travel to the Dusty Forge, Ely, Cardiff

Key details

- Freelance role - This will be approx. 7 hours a week, usually on a Thursday, including set-up, clear-up and data entry.
- Location: Dusty Forge, 460 Cowbridge Road West, Cardiff CF5 5BZ
- Hourly rate - £18 / hour
- Contract: This is a pilot initiative until March 2027. We hope that this will become an ongoing project, subject to funding.
- Start date: November 2026
- Appointment subject to a DBS check
- Application deadline: Tuesday 20th Oct, 5pm.

How to apply

If this sounds like you, we'd love to hear from you.

Please send a short expression of interest of no more than a side of A4 (who you are, your experience, why you are suitable for the role and why you're interested) plus a current CV to recruitment@aceplace.org. The application deadline is 5 pm, Tuesday 20th Oct.

Please put "Restore - Freelance Community Shop Lead" in the subject line.