



## **HR Assistant and Markets Co-ordinator**

### **Job Description**

We're a small, but growing, workers' co-op committed to making healthy, hand made, real bread using traditional techniques and high quality ingredients. Our ethics and values are very important to us, and form a solid basis for our decision making. Our aims are to create a sustainable business model that will provide well for our workers as well as delivering high quality products to our customers.

We function as a co-op, with a flat management and flat wage structure - everyone's input is valued and all members and employees have the opportunity to influence the business. We collaborate with and support other businesses and organisations in our local community who care about others and the environment.

This role is for 24 hours each week. The regular days of work would ideally be Mondays, Wednesdays and Thursdays, but are open to negotiation and will be asked about at interview

We are looking for someone who has the skills to fulfil the responsibilities described below, which outlines the main tasks of the job, but this list is not exhaustive – as a busy, small and growing business we're looking for people who can adapt to changing demands and the tasks that may be required of them. In the initial stage the role will largely comprise the duties given below, but are liable to change with the business needs and your interests within them.

We're looking for people who are interested in co-ops, passionate about good bread and good food in general, and are looking to be part of a busy team who are supportive and excited about what they do. This role will be part of the HR team, but will require cross team collaboration across the organisation.

### **Job purpose**

This is a dual role which involves assisting our HR team in the day to day support of our co-workers by ensuring appropriate policies and procedures are in place and working well. The second part of this role involves the co-ordination of all aspects of our market and food festival events. We anticipate that the role will be split equally over the three days.

The main duties will involve:

### **HR**

- Creating and administering our staff rotas.
- Ensuring all shifts are staffed and finding workers to cover holiday and sickness absence.
- Processing holiday requests.

- Monitoring sick leave and maintaining appropriate records.
- Co-ordinating volunteer shifts.
- Running payroll.
- Maintaining confidentiality and ensuring GDPR compliance in the way that personal information is stored and used.
- Assisting with implementing HR policies and procedures.
- Attending regular team meetings and taking a fair share of the responsibility for associated tasks.

### **Markets Co-ordination**

- Co-ordinating staffing for markets and events
- Researching events and completing relevant application forms and risk assessments.
- Maintaining contact with market staff.
- Maintaining up to date information about regular events.
- Preparing equipment for events.
- Cashing up after events.
- Communicating relevant information to the appropriate people in a timely way.

The role attracts an actual salary of £10,246.08 per annum. **We are looking for someone who is available to start as soon as possible or during the week commencing 24th June at the latest.**

We offer a generous holiday entitlement and operate a TOIL scheme for our workers. Food is provided free of charge for all staff during working hours and you will have access to various other discounts and benefits.

We are a [Mindful Employer](#), committed to a positive approach to mental health and wellbeing in the workplace.

### **How to apply**

Please read the job description and person specification, then complete the application form and send it to us at [personnel@leedsbread.coop](mailto:personnel@leedsbread.coop) by **5pm on Monday 13<sup>th</sup> May**. Please note that we do not accept CVs.

Interviews will be held week commencing 20<sup>th</sup> May.

If you have any further queries, or would like an informal chat about the role, please feel free to contact us by phone on 0113 2625155 or email us at [personnel@leedsbread.coop](mailto:personnel@leedsbread.coop)