

Lupine Adventure Co-operative
6a Rodley Lane
Rodley
Leeds
LS13 1HU



Spring 2022 Recruitment

Job Title: Administrative and Operations Assistant.

Fixed term: 28th February – 21st October 2022 (with potential to become a permanent seasonal role in subsequent years)

Part time: 14-22 hours a week (to be agreed, see "hours to work" below)

Pay: £11.15 - £12.60 pounds an hour. £21742.50 - £24574.00 FTE (based on 37.5 hours a week).

Holiday entitlement: 5.6 Weeks pro rata (3.61 weeks for duration of contract). Restrictions apply (see below).

Sick Pay: 0.75 weeks pro rata a year of self-declared full sick pay then statutory sick pay after this.

Pension Contribution: 3% employer contribution to a 'Nest' Pension.

About the Job:

The job will be office-based and will require you to attend the first-floor Lupine offices in LS13. The work will be a mix of administrative tasks like collating information into spreadsheets; maintaining records, physical and electronic filing of paperwork and preparing information packs to support Lupine Managers in the organisation of events. You will also be involved in the booking, monitoring, care, packing and unpacking of equipment. Some aspects of equipment movement do involve physical demand, for example lifting boxes on and off shelves. Ideally you'll also be comfortable carrying rucksacks and tents up and down stairs (within manual handling limits) - however this is a relatively small aspect of the job so not essential. If you have concerns about the physical aspect of the job please do get in touch so we can discuss your individual needs.

There is a seasonal cycle to events, so your admin tasks will vary week to week. As the contract progresses there will be some recurrent tasks we want you to take independent responsibility for; at other times you will be working directly with other Lupine Staff.

We expect you to arrive with good personal organisation and general IT skills, but training will be given in carrying out the specific tasks. If you have land-based Outdoor qualifications (Mountain Leader for example) then there may be the option to work additional hours out on event delivery as well.

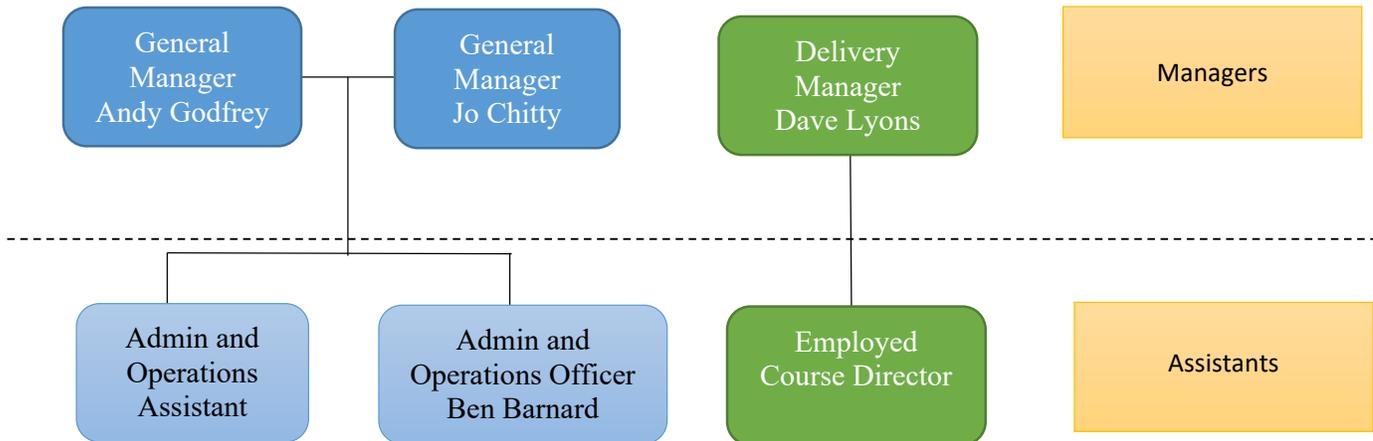
If you would like more information about the job please contact us.

About us:

Lupine Adventure Co-operative is a small, not for profit, worker co-operative based in Leeds. Our business is Outdoor Education. About 90% of our business is delivering Duke of Edinburgh's Award (DofE) programmes and the other 10% is made up of mountain challenge events, taking groups up specific mountains, skills teaching and rock climbing, we do this throughout the UK. We've been running for over 14 years and currently have 4 employees who run the business with the help of a lot of freelancers for delivering expeditions and events.



Lupine Structure:



Hours to work:

We are keen to make this job work for the right candidate and can offer some flexibility on the number of and specific hours worked (for example whether hours are spread over 2, 3, 4 or 5 days). We would want to agree hours and work pattern at the start of the contract and are open to discussing this.

We do need the work to be carried out within Monday-Friday, 9am – 5pm office hours, as this is when managers are available to supervise. We will ideally want to you work some hours on a Thursday or Friday and probably a Monday or Tuesday too as this is when most kit is being moved in and out of the office. If you have a work pattern in mind, but are unsure it will fit our needs please do get in touch, in advance of application if you prefer, as we are happy to discuss this.

Holiday restrictions:

Holidays of more than 1 week duration will need to be taken between July 22nd and August 31st and ideally you'll take at least 2 weeks during this period (which is relatively quiet for us). We also expect you to take Bank Holidays (though, depending on your agreed schedule, may be able to arrange a change in your hours for Bank Holiday weeks to preserve elective leave). Holiday will need to be booked through our Annual Leave system.

Key Responsibilities:

1. Carry out tasks given to you by the General Managers.
2. Handling, filling and summarising consent and medical forms
3. Printing and maintaining Staff Information packs and other routine paperwork
4. Picking kit out ready to go on a job and dealing with kit returns, including routine maintenance like cleaning maps and re-stocking First Aid kits.
5. Electronic and paper filing of paperwork returned from events including data entry of DofE assessment reports.



Other tasks you may be asked to undertake

1. Social media releases.
2. Proof reading.
3. Web updates.
4. Making campsite and other venue bookings
5. Updating/monitoring freelance staff records.
6. Other general office administrative duties.
7. Minor kit repairs.

Skills and Qualifications:

Required	Desirable
<ol style="list-style-type: none"> 1. Systematic, organised and diligent 2. IT skills: You will need to be familiar with Microsoft Windows and Office software. Excel is particularly important. 3. Able to work with established protocols, procedures and systems. 4. Understand the importance of handling confidential information responsibly. 5. Willing to be hands-on with packing, unpacking, organising and maintaining of Outdoor Equipment (tents, stoves, rucksacks, waterproofs, maps etc.). 6. Ability to work on your own initiative and meet deadlines. 	<ol style="list-style-type: none"> 1. Working knowledge of the Duke of Edinburgh's Award Scheme. 2. Hill walking experience and the ability to read an Ordnance survey map (1:25000); comfort with or willingness to learn computer-based mapping. 3. Confident phone manner. 4. A 'Mountain Training' walking leadership qualification or in the process of obtaining one. 5. Experience of commercial social media use.

How to apply:

Please complete our online application form at <https://forms.gle/BKNzEavZVDduN7tZA> (there is a link on the 'work with us' page on the website), making sure to detail why you are a good fit for this job and specifically referring to the 'Skills and Qualifications' section above.

Alternatively, if you prefer not to use the online form, send a CV and a covering letter (maximum 2 sides of A4) by email to HR@lupineadventure.co.uk detailing the same.

Closing date for applications is Monday 24th January 2022.

However, we reserve the right to close applications early if the right candidate comes forward before the deadline.

Interviews will take place on Monday 31st January and Wednesday 2nd February 2022 in Leeds 13.