

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.

Part time: About 20 hours a week (open to discussion based on candidate's needs).

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

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

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 us:

Lupine Adventure Co-operative is a small 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 to schools 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.

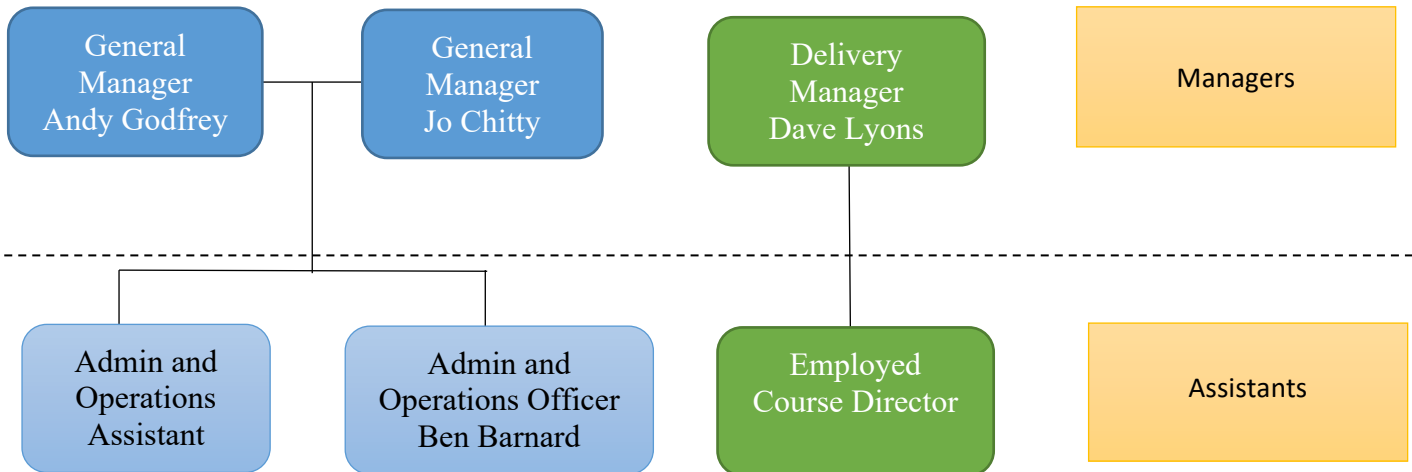
About the Job:

The job will be office-based and will require you to attend the Lupine offices in LS13 to carry out the role. The work will be a mix of supporting Managers in organisation of DofE Expedition programmes and processing the kit movement in and out of our first-floor office and kit stores. The kit movement does involve some physical demand, you will need to be carrying rucksacks and tents up and down stairs. 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.

If you have outdoor qualifications (Mountain Leader for example) then there is the option to work additional hours out on event delivery as well.



Lupine Structure:



Hours to work and holiday restrictions:

We can offer some flexibility on the specific hours worked (for example whether hours are spread over 3, 4 or 5 days) but they will need to be within the usual Monday-Friday, 9am – 5pm office hours, regular and pre-agreed. We will want you to work some hours on a Thursday or Friday and probably a Monday too as this is when most kit is being moved in and out of the office. We are open to discussing how this might best work for you.

Holidays of more than 1 week duration will need to be taken between July 22nd and August 31st and we would like you to 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). Other holiday will need to be booked through our Annual Leave system.

More details on the Job:

A typical DofE Expedition programme involves the following tasks, the tasks in bold are those we anticipate you assisting with:

Quoting & Booking: Our programmes are very bespoke and so we need to get the information from the client and then try and fit it into one of our templates. We design and agree an outline program with the client, agree a price and set-up the plans for that program on our systems.

Staffing: **Sending out recruitment emails, booking the right staff for a job (checking qualifications, logging them on our job tracking database etc).**



- Communications: Ensuring the school and parents have all the right information and roles and responsibilities are clear.
- Booking equipment: **Ensuring that we have all the equipment we need available.**
- Expedition planning: Checking that there are viable routes on the maps and **that the campsites are available and booked.**
- Documentation: Producing Staff Information documents which detail the different jobs.
- Medical forms: **Reviewing and summarising medical forms of participants** and doing risk assessments on their contents.
- Picking kit: **Getting all the paperwork and equipment for the job-ready for collection by the Course Director.**
- Briefings: Briefing the Course Director.
- Post exped admin: Reviewing incident reports, **scanning and filing paperwork, processing kit back into stores, flagging up damaged or missing kit and doing minor repairs.**

Key Responsibilities:

1. Carry out tasks given to you by the General Managers.
2. Keeping Job Organisation boards up to date (Kanban boards).
3. Picking kit out ready to go on a job and dealing with kit returns.
4. 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. Procurement of kit.
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: We use the Microsoft Business 365 suite of tools on Windows computers (Office, Sharepoint/One drive, Teams, Outlook.). 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:

Send a CV and a covering letter (maximum 2 sides of A4) detailing why you are a good fit for this job and specifically referring to the 'Skills and Qualifications' section above.

Please send to HR@lupineadventure.co.uk by **Noon on Wednesday 1 December 2021.**

Interviews will take place in December 2021 and January 2022 in Leeds 13.