

The Green Backyard is recruiting a Shop Development Worker!

We are seeking a team member who:

- Is interested in developing local, ethical and sustainable food choices
- Shares a passion for community development and sustainable food systems
- Is a good communicator and enjoys working with a wide range of people

We are looking for somebody who can work flexibly as part of a small team, helping our charity grow and develop. The role will be varied, requiring strong initiative and great communication skills.

We're looking for somebody we can work with to match our needs with their skills. The tasks and responsibilities that currently need filling – and the skills and qualities we are seeking – are set out below. You need to be keen to progress to full participation in the running of The Green Backyard, including contribution to its strategic development.

At this time we are particularly looking for **somebody to manage and develop our small on-site shop, Backyard Food**. You will work closely with existing team members, the board of trustees and other volunteers to shape the project as it grows, both in terms of on-site developments, strategic planning and participatory decision making.

Our priority is to create a sustainable enterprise with equity and environmental care at its core. If you want to join us on this journey, and you feel you are a good fit for the skills and qualities we've described below, then this could be the role for you.

The Detail

The role is for 10.5 hours per week, the starting salary is £20,020 pro rata, with statutory sick and holiday allowances. The role is subject to a 3 month probation period.

The role will be based at The Green Backyard community garden with use of an off-site office space available, and will require flexible working hours including weekend and occasional evening work. Regular home working is not suitable for this role. Backyard Food's current opening times are Saturday 11am - 4pm and Sunday 11am – 1:30pm and it is expected that the majority of working hours for this role will be during these times.

A driving licence is desirable but not essential.

How to Apply

Please read the role description and person specification carefully and send a covering letter clearly stating which areas of the person specification below you feel you meet and why you wish to apply for the role, along with a CV detailing your work and training history to info@thegreenbackyard.com

The deadline for applications is midday Friday July 5th. Interviews will take place on Wednesday July 10th, start date will be agreed on appointment, but will be ASAP after interviews. Please let us know on application if you have any special requirements to attend interview.

Team Member Job Description

The Green Backyard is a community growing project and charitable incorporated organisation (CIO). We have a publicly elected board of trustees and our staff team work together according to cooperative values.

Our small food shop, Backyard Food is housed in a re-purposed shipping container and was first opened in 2013. From here we sell a range of foods sourced through ethical suppliers, eco-friendly cleaning and body products and a number of items from local producers. Wherever possible we offer packaging free options, and stock increasing amounts of items that can be bought by weight or volume. We are currently open for 7.5 hours per week, but would like to extend these hours as the enterprise grows.

We're looking for somebody who can meet these requirements:

Specific Responsibilities: *Shop Development Worker*

- Serve customers in the shop during opening hours, including selling products by weight and volume
- Manage cash and stock, ensuring stock meets ethical standards
- Recruit, coordinate and support shop volunteers, including through regular volunteer meetings
- Manage the shop budget and work with other staff on forecasts and growth predictions
- Manage the Backyard Food social media channels in partnership with other staff
- Ensure the shop is safe for all staff, volunteers and visitors, and complies with all relevant policy and procedure relating to site operations
- Work with other staff members to develop new initiatives and projects
- Create and manage shop-specific events to increase footfall and align shop with overall charitable objectives
- Actively seek and develop other opportunities to extend the reach of the shop and increase sales

General Responsibilities: For all staff team members

- Participate in meetings and work-teams as required and support the process of participatory decision making.
- Share responsibility for peer appraisal and support, meeting facilitation and administration, and other shared organisational tasks.
- Work as a team to set, manage and report on budgets.
- Work together with other staff and volunteers according to cooperative values and permaculture ethics and principles.
- Work together to recruit, support and retain volunteers, including supervising and supporting vulnerable adults and children.
- Monitor and review the policies and procedures of the charity, including health and safety procedures.
- Share and support financial procedures, including banking, cash management, bookkeeping and invoicing.
- Prepare reports for the board, partners and funders as required.
- Publicly represent the charity when required at events and to the media.

- Any other reasonable duties that you may be asked to perform, including covering for colleagues

Person Specification

Essential

- Relevant experience in retail or with a community business
- Experience of working with food and a good understanding of food hygiene
- A passion for ethical, sustainable food and plastic-free shopping
- Experience of coordinating volunteers
- Excellent communication skills, a friendly, welcoming attitude and the ability to work with a wide range of people
- Ability to troubleshoot and deal with challenges in a creative, friendly and professional manner
- Ability to work under own supervision, to manage and prioritise own workload, but also to work as part of a team in a constructive and sensitive manner
- Good level of computer literacy, including competency with spreadsheets and social media
- Ability to work to tight budgets
- Good strategic thinking skills

Desirable

- Experience of delivering funded projects and meeting, and recording, relevant targets
- Experience of working with vulnerable adults
- Event management experience
- Experience of report writing
- A clean UK driving licence