

Sarah Nelson's Original Celebrated Grasmere Gingerbread®



Our mission is to make *'the best gingerbread in the world'* and deliver a truly unique sensory experience.

Our vision is threefold; to respect over 170 years of heritage, to protect the integrity of the brand, and to sympathetically grow the business to fulfil future customer expectation.

Position: People & Culture Manager

A respected, pivotal role within Grasmere Gingerbread® - the world-famous, historic and iconic 171-year-old company situated in the heart of the magnificent UNESCO Lake District National Park. In embracing the business's core values of **passion, trust, integrity, authenticity, excellence and respect**, the **People & Culture Manager** must be personable and approachable in identifying, managing and delivering all human resource and personnel requirements. The role requires an effective awareness of all sectors of Grasmere Gingerbread® for inducting and supporting new members of staff.

Days & Hours of Work: 4 days a week (30 hours), with flexibility to enable personal contact with all staff members who work a standard weekly shift pattern. Admin hours are 9am – 5.30pm (1 hour for lunch). Half days (flexible), or school hours.

Place of Work: This is an **on-site position** within the Administration Office in Grasmere.

Salary: £40,000 - £50,000 (pro rata) dependent on experience and level of CIPD.

Ultimately responsible to: The Directors.

Reporting directly to: Operations Manager.

Internal Liaison: All members of staff.

External Liaison: The company employment solicitor and relevant suppliers and providers.

Main Tasks of the job:

- Initiate excellent recruitment campaigns, create passionate adverts (all formats, mediums), respectfully communicate with applicants (written, verbal), liaise with managers to arrange interviews, and close applications;
- Implement strategic HR objectives for the business to gain employer accreditation;
- Staff inductions following company procedures;
- Programme and administer staff reviews;
- Process and administer attendance, staff holidays, annual leave, sick leave;
- Monitor staff welfare;
- Facilitate legal health and safety regulations;
- Process formal employment terms and conditions;
- Staff uniforms;

- Staff training; co-ordinate in-house training internally and with external providers;
- Maintain personnel files;
- Co-ordinate staff meeting and take minutes;
- Administer staff development programmes;
- Publish staff communications;
- Staff events.

Skills required:

- **Chartered Institute of Personnel and Development (HR) Level 5 and relevant experience;**
- Outstanding communication skills (verbal, written);
- Fully competent in IT skills and administration procedures;
- Highly organised, self-motivated with excellent time management skills.

To note:

- A special confidentiality agreement must be signed as part of the appointment process.
- This on-site position is located with the administration office in Grasmere and is not offered hybrid or remote.
- Applicants must be authorised to work in the UK; this role does not provide visa sponsorship.

Our provision & benefits:

We offer you the opportunity to work in the most beautiful part of the UNESCO Lake District National Park. As part of a successful, friendly family business that prides itself on its social responsibility and commitment to the charitable sector. The role includes a six-month probationary period. The following benefits (points 1, 4, 5 & 7) after 6 months' probationary period, point 2 after one year's service:

1. Health policy with the option to add family members, including a cashback scheme for healthcare, everyday essentials and leisure spending;
2. A day's pay on your birthday;
3. Free parking in Grasmere for non-residents;
4. 'My Cumbria Card', offering discounts on regional attractions and facilities;
5. Staff discount;
6. Paid external courses that support the role;
7. £50 worth of goodies of your choice;
8. Free refreshments and unlimited Grasmere Gingerbread® while at work.

Recruitment process:

1. Application forms (downloaded from the website under 'Contact' – Employment) and covering letter* are reviewed against essential skills and experience. Please note that CVs are not accepted.
2. If selected, we will undertake a telephone screening call regarding your application.
3. If your application is taken forward, you will then meet with the Directors via Zoom.
4. At this stage, successful candidates will then be invited into the business to meet the team and undertake assessments relevant to the role.
5. Finally, successful candidates will be invited for a panel interview and have a site tour.

*Please provide a cover letter with your application form stating **why you would love to work for Grasmere Gingerbread® and what you feel you would bring to the role.**

Thank you for your interest.

1st June 2026