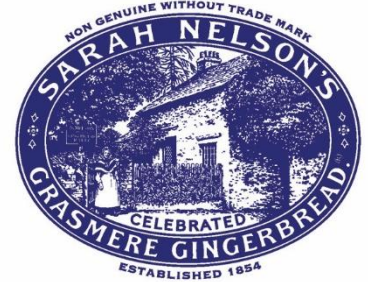


Sarah Nelson's Original Celebrated Grasmere Gingerbread®



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: 3-4 days a week with flexibility to enable personal contact with all staff members who work a standard weekly shift pattern. 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: £18 - £20 an hour dependent on experience and/or 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, supplier 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/or relevant experience;**
- Outstanding communication skills (verbal, written);
- Fully competent in IT skills, administration procedures;
- Highly organised, self-motivated with excellent time management skills.

To note:

- Special confidentiality agreement.

Our provision:

The role offers the opportunity to work in the UNESCO Lake District National Park and as part of a friendly 3rd generation family business which prides itself on its social responsibility and commitment to the charitable sector. We also offer (points 2, 3, after 3 months probationary period. Point 5, 6 after a year's service):

1. If not a resident in Grasmere, free car parking;
2. Health policy with the option to add family members with a cash back scheme;
3. 'My Cumbria Card' offering discounts for regional attractions and facilities;
4. Staff discount;
5. A day's pay on your birthday;
6. £50 worth of goodies of your choice;
7. Payment for out of work courses that benefit the role;
8. Free refreshments and as much Grasmere Gingerbread® as you can eat.

Please NOTE:

- Applications will ONLY be accepted on a company application form and hard copies may be submitted by hand, through the shop, by post, or emailed to the address below;
- You may support your application with a covering letter. However, applications will NOT be considered with a CV/part CV attached;
- Application forms can be downloaded from our website under 'employment'.
www.grasmeregingerbread.co.uk/employment/;
- If you have any questions, please contact Zoe Evans, People & Culture Manager at people@grasmeregingerbread.co.uk
- Meet our present team at www.grasmeregingerbread.co.uk/staff/.

Mission Statement

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.