



## New Leaf Co-op Member position: Person Specification

Applications will be evaluated by the criteria set out below.

- Please clearly demonstrate in your application how your skills, knowledge and experience meet each of these criteria.
- For each criterion, please provide evidence of when and how you learned or used your skill/knowledge or experience. This can be structured however you wish so long as you provide us with evidence for each.

<b>Essential Criteria. The candidate must...</b>
Be able to work cooperatively, non-hierarchically and according to the Co-operative Principles (see Background Information).
Be able to work independently and self-manage a large, diverse administrative workload with competing priorities and deadlines.
Have a critical perspective on both corporate-led food production systems, and a belief in a more just alternative.
Be able to work with the financial aspects of the business (pricing and profit margins, budgeting, financial projections).
Be willing to take on management roles within the business on a rotational basis (roles include book-keeping, payroll, volunteer management, marketing, orders and stock control etc.)
Familiar with spreadsheet functions and uses or willing to commit to developing the skills needed.
Be willing to take on aspects of building and expanding the business, with a self motivated and creative approach. Have the ability to research any new area of activity that might be required by the business (for example in meeting new regulatory obligations, purchasing new equipment).
Be able to think strategically about project development and goal setting.
Be able to manage non-member staff and volunteers, so that shopfloor tasks are completed effectively and employees and volunteers have a rewarding working experience. Be able to take responsibility, when you are the only member on shift, for organising and prioritising tasks for multiple staff and volunteers.
Be able to keep cool and level-headed whilst managing a demanding and busy working environment whilst delivering friendly customer service.
Be able to work in an environment where gluten, sesame, various nuts and other food allergens are

processed and packed.
Be available bi-weekly, on Tuesday mornings from 09.00am-12:30pm for a Co-op Members meeting.
Be able to answer emails once every three days and contribute to discussions on our online forum at least once every five days.
Aiming to commit to the Co-operative for at least two years.
Be willing and able to share the workload of addressing emergencies (short notice shift covering, break-ins etc).

<b>The following experience / knowledge / skills would also be desirable:</b>
Experience in a grassroots project, co-operative or non-hierarchical groups
Understanding and experience of Consensus decision-making
Experience of project co-ordination, running a business or of developing a project over time.
Experience/knowledge of website content management systems (especially Wordpress) and social media (Facebook, Twitter, Instagram).
Experience/knowledge of marketing, advertising, and / or promotion.
Experience in signage and product displays.
Knowledge of nutrition and health, specialised dietary needs, cooking/baking.
Experience/knowledge of managing finances and book-keeping.
Interest in food and researching food products.
Experience of working with retail software (i.e. Electronic Point of Sale -system) or programming
Our business model requires manual lifting of heavy sacks (10kg, 12.5kg and 20kg) for bulk refill and pack-down. Some ability in this area this would be useful, but we also aim to respect diversity on this, and in other areas of the business. Please outline what you feel able to do in this area in the application form.
Please also mention any other skills/experience that you feel would benefit the co-op: the business and/or the workers.