



The Green Estate Community Interest Company

Production Operative (Warehouse)

(0.6 FTE, flexible working)

(permanent contract)



May 2024

Job Information Pack



WELCOME TO THE GREEN ESTATE CIC

Welcome to The Green Estate Community Interest Company. Humanity faces unprecedented social, economic and environmental uncertainty and there are communities with less power, resources and choice to adapt and respond to these challenges.

Over 20 years, The Green Estate has been working hard to grow engaging, adaptive and resilient urban places. We have unlocked the potential of physical and social assets and developed beautiful and sustainable landscapes for the benefit of our local community and beyond. We have worked hard with our partners to develop innovative products and services including our radiant and resilient Pictorial Meadows Seed Mixes and Turf sold across the UK and EU.

Our landscape and facilities are stunning, our team and board are talented, skilled and dedicated and we have fantastic partnerships and wide reaching networks. With the royal seal of approval through the prestigious King's Award for Enterprise in Sustainable Development we are poised and ready to take a bold leap of faith and grow our impact, influence and income.

The Green Estate Community Interest Company



About the Green Estate

The Green Estate is a community interest company with a mission of growing engaging, adaptive, and resilient urban places. It was originally set up in the late 90's as a heritage and environment project to regenerate urban parkland that had become wasteland. It now employs circa 70 people, has 40+ volunteers, manages 42 hectares of parkland, hosts 20 onsite community enterprises and has a £3m+ turnover delivering a range of products and services from hosting weddings in Sheffield to premium Pictorial Meadow turf in Holland.

The Green Estate Strategy on a Page



The Team

Our team is dedicated and competent with a diverse set of skills and backgrounds. People join the team because they want to become part of The Green Estate community and make a positive impact on the world. We are social and we are entrepreneurial.

We have three directorates:

Thriving Organisation: Providing core services, e.g. Finance, Marketing, Risk Management, Caretaking, Administration, Cleaning, HR and Customer Experience

Place Stewardship: Stewarding our place and assets including parks and green open spaces management, provision of a heritage and environmental visitor experience, development of growing communities and delivery of events, hospitality, weddings and corporate experiences.

Commercial Landscape: Developing and delivering innovative resilience landscaping services and products including 'Pictorial Meadow' seeds and turf, specialist soils, green waste recycling and meadows and resilience consultancy (green roofs, sustainable drainage systems, rain gardens etc).

and a future looking programme:

Urban Green Futures: Developing our physical and digital space and network as a centre of excellence for building adaptive and resilient urban places, businesses and communities.



The Job

JOB TITLE: Production Operative (Warehouse)
0.6 FTE, flexible working
RESPONSIBLE TO: Production Manager
RESPONSIBLE FOR: Customer Fulfilment

OVERALL PURPOSE OF JOB:

The Green Estate is a community interest company whose purpose is to grow engaging, adaptive, and resilient urban places. We are one of only 15 organisations who the King selected for the prestigious King's Award for Enterprise in Sustainable Development.

This role will be responsible for assisting in the general running of our Production Department, including Pictorial Meadows seed production warehouse, mixing and dispatch, stock taking and quality control and ensuring that our customers receive their orders as expected. Supporting Green Waste recycling, as a first point of contact to customers/visitors.

We are looking for an organised and reliable Operative who has an eye for detail, has a track record in adhering to systems and processes and who is a team player.

You will be part of a unique, ambitious, and friendly social enterprise and community. Our headquarters are set in 42 hectares of beautiful heritage landscape in Sheffield, and we work across the UK and EU.

MAIN RESPONSIBILITIES

- Ensuring the Warehouse is a clean, safe, and efficient working environment at all times.
- Always Adhering to systems and processes. This will also include working with the Production Manager to continually monitor and improve systems and processes.
- Order fulfilment, packing and preparing seed orders for despatch.
- Breaking down stock quantities of seed into smaller packages ready for despatch to customers
- Mixing seed according to the company's detailed recipes and then ensuring that the mixed seed is properly stored in the relevant position in the warehouse.
- Correctly utilising the stock control software to ensure that all stock is correctly accounted for.
- Regular unloading and loading sacks and boxes from lorries and shelves.
- Liaising with the relevant postal or courier services to ensure deliveries are despatched and arrive on-time.
- Working with the production manager on the quality control of seeds
- Ensure that all confidential information remains protected at all times.

Will also consist of depending on seasonality and the demand of the business.

- Supporting the Green waste recycling greeting customers/visitors, with gate admission and fees.
 - To undertake any other duties, as requested by your line manager, Director or the CEO which are commensurate with the level of the post and the purpose of The Green Estate.
-

PERSON SPECIFICATION

ESSENTIAL

- Reliable and an excellent timekeeper
- Good attention to detail
- Able to maintain concentration whilst conducting repetitive tasks.
- Have a good level of numeracy – particularly weights and measures.
- Able to deal with routine manual handling.
- Literate and proficient in written and spoken English Language
- Highly organised and proven ability to work to company systems and processes.
- Proven ability to effectively manage own workload, multiple tasks, and projects.
- Excellent teamwork and communication skills
- Experienced in using Microsoft Office Software, in particular Word, Excel, Outlook.
- Clear understanding and authentic commitment to The Green Estate purpose and values.

DESIRABLE

- Experience of warehouse operations
- Have experience in working with inventory software/systems.
- Experience in dispatching goods under pressure
- Ability to operate computerised stock management, database systems.
- Experience of logistics operations
- A UK driving licence

VALUES AND BEHAVIOURS

All staff, regardless of their role, are expected to contribute to making Green Estate a truly great place to work by adhering to our values and helping to fulfil our vision, mission, and purpose.

JOB SPECIFICATION

SALARY: Payable salary £13,390.65

PENSION: We auto enrol staff who meet the threshold into the company's stakeholder pension scheme.

WORKING HOURS: Four days per week, 09:00 – 15:00. There is also opportunity to accrue Time Owed in Lieu during peak months (includes April, May, September, October) and take this back in the low months (includes July, August, December and January)

LOCATION: Required to work on site at The Green Estate CIC HQ, 389 Manor Lane

PROBATIONARY PERIOD: All new employees are required to undertake a period of probation for 6 months, in which they are expected to establish their suitability for the post.

ANNUAL LEAVE: 31 days per annum pro rata (this includes all bank holidays)

DBS DISCLOSURE: Not Required

EQUAL OPPORTUNITIES: The Green Estate CIC is an equal opportunities employer and selection of applicants is based on merit. Our company policy document is available on demand.

ADDITIONAL BENEFITS IN WORKING FOR THE GREEN ESTATE CIC

The Green Estate CIC provides a beautiful location, free car parking, life assurance policy, company sick pay and annual social events.

The Green Estate Community Interest Company

Company number **04801730**

Address: Manor Oaks Farm House, 389 Manor Lane, Sheffield, S21UL

Tel: 0114 2762828

Email: recruitment@greenestate.org

Websites: www.greenestate.org www.pictorialmeadows.co.uk

Social Media: [Twitter](#) [Instagram](#) [Linkedin](#)

