



Production Operative (Warehouse/Seed & Turf)

September 2026

30 hours per week

Job Information Pack

Welcome

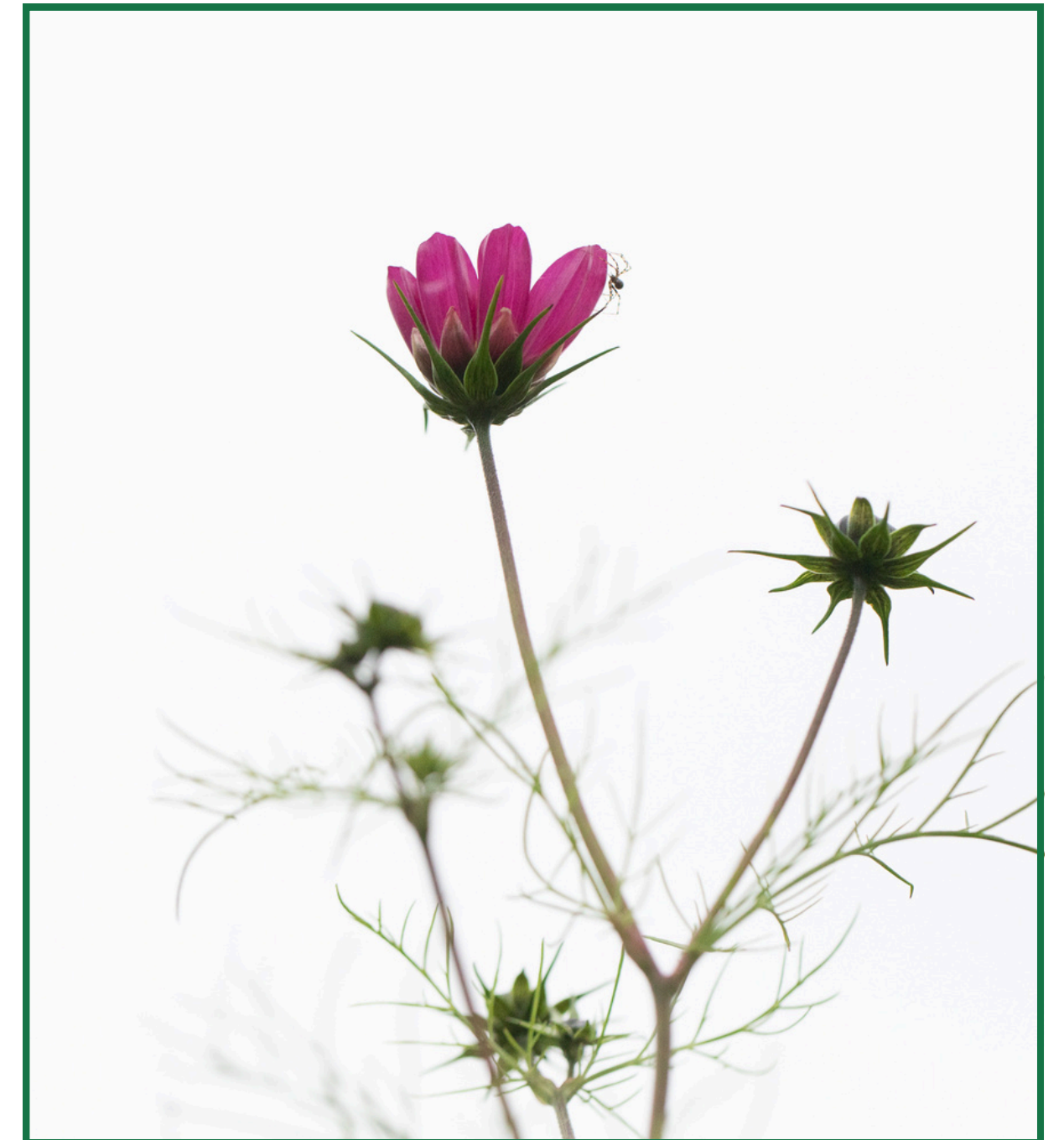
[About Us](#)

Thank you for your interest in working with us at The Green Estate Community Interest Company. In this Job Pack, you will find information about the company, our mission, values and goals, the team, and details of the job role. We look forward to receiving your application.

This role is split across two teams:

Warehouse: 3 days a week.

Production: 1 day a week.



Who we are

[About Us](#)

The Green Estate Community Interest Company is a social enterprise rooted in South Yorkshire with national and international reach. Our mission is to grow green and resilient urban places for people and nature to thrive. We were originally set up in 2003 as a heritage and environmental regeneration project in the Manor area of Sheffield. The Green Estate team of 60 staff, 40+volunteers and partners have turned 42 hectares of derelict land and heritage buildings into a unique, beautiful and sustainable landscape for people and nature to enjoy for generations to come. Our remarkable site has roots back to the 12th century, and you can learn more about its history [here](#). You can also find out more about our international nature-based solutions business including our renowned Pictorial Meadows [here](#).

We are now a multiple award-winning organisation that acts as a beacon for place-based urban resilience with a social, economic and environmental impact on our local community and beyond. Our 2030 ambition is to become a national Place-based Urban Resilience Demonstrator.

Where there were old derelict buildings considered a liability, there is now £9 million-worth of heritage facilities. Where there was no-go wasteland with burnt-out cars and antisocial behaviour, there is now beautiful urban meadows, sustainable urban drainage systems and a circular economy green recycling unit. Where there was stigma, abandonment and disillusionment, there is now innovation, partnership and hope.

We work across education, offer inspirational visitor experiences, support other community enterprises on our site, design and deliver innovative nature-based solutions, and care for the green spaces in our ward – demonstrating place-based urban resilience in action. In 2023, our work was recognised by the King with the prestigious [King's Award for Enterprise in Sustainable Development](#). In 2024, we were named [Green Innovation Business of the Year](#) and the overall [Winner of Winners](#) in the British Chamber Business Awards. We are also proud to have achieved the [People and Planet First verification](#) for businesses tackling social and environmental issues.

Our Mission

[About Us](#)

Our **mission** and **values** guide us in our Roots to Resilience.



Our Values

[About Us](#)

Our values reflect the essence and uniqueness of The Green Estate CIC. They remind all of us and show others what matters to us, how we make decisions, and how we think and act in common purpose to achieve our mission.



Integrity: We act as one team with integrity across all of our work.



Impact: We care for our local roots and work at place level with nature, heritage and communities to improve health, biodiversity, the economy and climate resilience.



Collaboration: We will seek to work in partnership with people and organisations who share our purpose and values to achieve multiple benefits for people and nature.



Innovation: We work with an entrepreneurial mindset using our assets to innovate and generate practical, sustainable solutions with added environmental, social, and economic value.



Influence: We demonstrate and shine a light on the art of the possible to influence policies, practice, and systemic change for the common global good.

Our Goals

[About Us](#)

For our path of Roots to Resilience, we have set six goals to focus on for 2028.

01. **Place-based Urban Resilience:** We will have co-designed a blueprint for place-based urban resilience, to increase awareness and understanding of how to grow green and resilient urban places for people and nature to thrive.
02. **Nature-based Solutions:** We will have developed new innovations and grown our nature-based solutions across the UK and the EU, to become market leaders in resilience horticulture and increase our investment in community impact close to home.
03. **Growing Communities:** We will have scaled up our growing communities programme, so more people feel connected with each other, with nature and green space and with growing their own food.
04. **Flourishing Futures:** By 2028, we will have unlocked the potential of our heritage, expertise, resources and networks to enable children, young people and their families to flourish and create a brighter future for generations to come.
05. **Greenest Estate:** We will have improved access to quality green space in Manor Castle ward, so it becomes known as one of the greenest estates in Britain helping people and nature to thrive.
06. **Sustainable Business:** We will have improved our working conditions and sustainability credentials so our team and organisation can thrive.

Job Purpose

Job Role

Responsible to: Pictorial Meadows Warehouse Supervisor

Responsible for: Customer fulfilment

For 3 days per week the Production Operative (Warehouse/Seed & Turf) will assist with the general running of our Pictorial Meadows seed production warehouse including mixing and dispatch, stock taking and quality control and ensuring that our customers receive their orders in a timely manner.

For 1 day per week they will work with the Turf and Seed Production Team which will include assisting with meadow turf, seed and soil production operations and ensuring the highest standards of quality and efficiency. The postholder will be working as part of the team responsible for developing and maintaining meadow products in line with forecast from planting to product.



Key Responsibilities

Job Role

Main Responsibilities

Warehouse

- 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 PM Warehouse Supervisor to continually monitor and improve systems and processes.
- Order fulfilment, packing and preparing seed orders for dispatch.
- Breaking down stock quantities of seed into smaller packages ready for dispatch to customers.
- Mixing seed according to the company's detailed recipes and 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 dispatched and arrive on time.
- Working with the Warehouse Supervisor on the quality control of seeds.
- Ensure that all confidential information remains protected at all times.

Turf and Seed Production

- Assist with all turf production and fulfilment on Manor Oaks site and quality control of meadow turf products with other Green Estate growers.
- Assist with the routine maintenance of equipment including irrigation system.
- Assist with ensuring Manor Oaks turf production fields and demonstration meadows are maintained to a high standard.
- Assist with the operation of machinery and equipment including the upkeep in a good and safe working order, stored safely and securely, as required.
- Assist with on-site seed production including preparation, sowing, maintaining parent plants, harvesting, and processing seeds and gathering data.
- Assist with practical delivery, establishment, and maintenance of meadow planting contracts as required.
- 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

Job Role

Essential Experience

- Experience of warehouse operations.
- Experience in working with inventory software/systems.
- Experience in dispatching goods under pressure.
- Proven ability to effectively manage own workload, multiple tasks and projects.
- Experience in the use of Microsoft Office software in particular Word, Excel, and Outlook.
- Experience and confidence in using, and maintenance of, landscape machinery such as hand mowers, hedge cutters and strimmers.
- Experience in landscape maintenance.
- Experience with establishing planting and maintenance.
- Experience of using digital photography and smart phone apps.
- Understanding of health and safety in the workplace.
- Full UK driving license and ability and willingness to drive company vehicles.

Skills and Attributes

- Reliable and an excellent timekeeper.
- Good attention to detail.
- Able to maintain concentration whilst conducting repetitive tasks.
- 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.
- Excellent teamwork and strong communication skills and ability to build effective stakeholder relationships at all levels.

- Clear understanding and authentic commitment to The Green Estate purpose and values.
- Proven commitment to inclusion, diversity and equality.
- Self-motivated and highly organised.
- Must be able to lead by example and be “hands-on” and practical.
- Willingness to train and expand personal skills base.

Desirable

- RHS or Horticultural Level 2 or equivalent proven experience.
- Experience of logistics operations.
- An interest and knowledge of horticultural products and terms.
- An understanding of the issues involved in working within urban public environments.
- PA1 or PA6 pesticide certification.
- An understanding of machinery safety and maintenance.
- Trailer licence and experience of driving with trailers on the public highways.
- Experience with operating tractors and machinery.

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

Job Role

Salary	£20,982. - £21,240.38 per annum which is pro rata the full time equivalent of £26,227.50 - £26,550.48
Pension	We offer entry to the company's stakeholder pension in line with auto enrolment.
Working hours	Normal full time hours are 37.5 per week, 8.00am to 4.00pm, Monday to Friday. This role is 30 hours per week working 8.00am to 4.00pm on Mondays and Tuesdays, with flexibility around when the remaining 2 days are worked.
Location	449 Manor Lane, Sheffield, S2 1UP
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), which increases to 36 with length of service.
DBS disclosure	Enhanced DBS check is 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 request.



Benefits

Job Role

- A workplace situated in 14 hectares of beautifully landscaped and natural parkland containing a scheduled ancient monument
- Working for a social enterprise with community values
- Transport links and free parking, close to Sheffield city centre
- Westfield Health
- Discounts such as gym memberships, shopping discount codes, cinema discounts
- Holiday allowance 31 days per annum pro rata (includes bank holidays) increases to 36 days relating to length of service
- Flexible working where possible
- Employee assistance programme
- Paid time to volunteer in Manor & Castle Ward
- Enhanced company sick pay and maternity pay
- Entry to the company's stakeholder pension in line with auto enrolment
- Staff and social events



Contact Us

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