



The Landworkers' Alliance – A grassroots union for farmers, growers, foresters and land-based workers
www.landworkersalliance.org.uk

The Landworkers' Alliance

HR Coordinator and Finance Administrator

This role sits within the Operations Team

JOB DESCRIPTION AND PERSON SPECIFICATION

Hours: 4 days per week (32 hours)

Duration: Funded until 30th September 2024 with the intention to extend, subject to funding.

Location: Based in the UK, working remotely, but with capacity to travel for occasional in person meetings, including to Bristol.

Working days: This is a 4 day week role (32 hours/week). These hours can be distributed over either 4 or 5 days within the working week, however the role holder needs to be available for work on Tuesdays and Fridays as this is when the majority of core Operations Team meetings happen. Most staff work a standard working day, however if you have childcare or other caring responsibilities or additional support needs, we are willing to negotiate and accommodate a degree of flexibility to how you distribute your hours.

Remuneration: £30,014 pro rata salary. Including a 3% statutory pension contribution and holiday allowance.

Closing date for applications: Friday 7th July 2023, 9am

Interview date: Wednesday 19th July 2023, in person in Bristol

Start date: As soon as possible given any required notice periods, or subject to negotiation.

ABOUT THE LANDWORKERS' ALLIANCE

The Landworkers' Alliance (LWA) is a union of farmers, growers, foresters and land-based workers operating across the UK. Our mission is to improve the livelihoods of our members and create a better food and land-use system for everyone. We have a vision of a future where producers can work with dignity to earn a decent living and everyone can access local, healthy and affordable food, fuel and fibre - a food and land-use system based on agroecology and food sovereignty that furthers social and environmental justice.



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MODE OF WORKING

The working mode in the LWA is relatively autonomous and the function of the staff in the LWA is to design, develop and deliver work plans and projects that include coming up with team objectives and targets and creating strategies to deliver work inline with the objectives, priorities and targets set by the LWA Coordinating Group (Board of Directors), and LWA membership and LWA staff.

In addition to specific job responsibilities of the role, staff will be required to participate in staff meetings, staff trainings, staff Strategy days, membership engagement events and the LWA Annual General Meeting.

The LWA does not have a centralised office and our staff work remotely but may be required to attend meetings that take place in various locations around the UK, and in particular in Bristol. Reasonable travel costs will be covered in addition to the salary. Candidates must have the skills and confidence to work remotely as part of a diverse team and demonstrate a proven capacity to self-manage and work autonomously.

We work to create a supporting working environment that accommodates staff with caring roles, in particular those with child care responsibilities, and/or other responsibilities or needs. We can offer flexible working hours within the working week, and are willing to negotiate additional unpaid leave over the school summer holiday period. We also offer a bonus additional paid week of annual leave around Christmas and New Years to support all staff to be able to take a break and holiday over December- January.

We are committed to our [Equality and Diversity Statement](#) and we welcome and encourage applications from anyone interested in this role who feels they have the relevant experience and skills. We would like to particularly encourage those from under represented and marginalised groups to consider applying for this role.

The use of personal IT equipment is required for this role. If this poses a challenge for you we encourage you to get in touch (contact details below) as we do not wish this to be a barrier to applying.



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ROLE OVERVIEW

We are looking for a HR Coordinator and Finance Administrator that will provide a solid backbone to the organisation for all our personnel aspects and financial administration. The role is required to offer technical, administrative and HR support to all LWA staff and freelancers, and working closely with all staff teams.

You will play a key role in developing and evolving our HR strategy and policies, and financial administration processes. Operationally, the role will provide advice and guidance to the Operations Team, the Coordinating Group and the rest of the staff body on best practice, organisational HR policies, terms and conditions of employment and employment law, and leading on and facilitating HR related discussions and decisions.

The ideal candidate will be dynamic, committed and forward thinking and ideally this role holder will have experience in a union, grassroots organisation or the third sector, whilst bringing significant experience in people and HR management, as well as financial administration.

WORKING AS PART OF THE OPERATIONS TEAM

Collectively the Operations Team is required to maintain, organise and deliver key outputs to ensure the efficient and effective operational functioning of the Landworkers' Alliance. The team ensures that our work, outputs and activities are in line with the strategic plan, as we develop the structure, governance, power and democracy of the Landworkers' Alliance.

The Operations Team coordinates managing finance and fundraising; governance and accountability; recruitment, human resources and pastoral care; strategic staff and project support; and internal training and development.

The Operations Team is required to support, facilitate and empower the potential of others in the Landworkers' Alliance through building systems and processes that keep the organisation functioning effectively at a high level, and that support and enable staff, Coordinating Group and organising members to deliver on their work and mandates.



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SPECIFIC RESPONSIBILITIES AND OUTPUTS OF THIS ROLE

(1) HR management

- Developing and delivering on the many HR and legal requirements - the role holder will be responsible for reviewing and keeping policies, materials, resources and templates up to date and supportive, and in line with legislation and best practice.
- To maintain a good working knowledge of current HR practices and employment law and relevant case law changes, and to create and develop new policies and positions where and when needed to support the integrity of the organisation, ensuring legal advice is obtained when needed.
- Hold the role of GDPR manager and one of the named Data Protection Officers
- To act as a first point of contact for all general HR queries, including helping staff understand and exercise their rights and responsibilities, and to provide advice and guidance to the Operations Team on all HR issues.
- To work with the Operations Team and Coordinating Group in reviewing employee benefits.
- Recruitment assistance including administrative tasks, job advertising, redacting applications, setting up application processing procedures, setting up and organising interview logistics.
- Coordinate onboarding and orientation, drawing up (and updating) contracts, holiday calculators, sending pension enrolment letters, non-disclosure agreements, etc.
- Manage our 'Breathe HR' systems and software - including processing and overseeing annual leave requests and managing / registering staff absences; and to ensure absence management procedures for short- and long-term absence are being adhered to.
- Populating and keeping track of HR calendar and sending out reminders for staff reporting / staff meeting agendas / annual reviews and probationary appraisals.
- Internal record keeping and communications: setting up email addresses and offering basic tech support for navigating Google Drive (mainly signposting); updating records e.g. staff emergency contact lists, Staff Handbook, organisational map.



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(2) Finance administration and bookkeeping

- Assisting the Finance Manager, Fundraising Coordinator and accountants to produce the quarterly VAT Returns, Management Accounts, Budget and Annual Accounts.
- Prepare weekly payment runs in accordance with the agreed timetable and financial control procedures and ensure correct coding of all costs.
- Reconciling quickbooks, recording receipts and invoices and aligning them with bank transactions
- Act as a point of contact for all accounts payable queries.
- Maintain strong controls, ensuring accounting records are complete and accurate.
- Manage staff expenses
- Manage payroll
- Keep up to date with policy renewals and subscriptions: including insurance, software and systems we use
- Liaison with external providers e.g. pension scheme

PERSON SPECIFICATION

This is a complex role which requires a wide range of skills and experiences. The appropriate candidate will have skills and experiences in the following areas:

Essential

- AAT Level 2 qualification, equivalent bookkeeping qualification or demonstrable experience.
- Excellent numerical skills, with working knowledge of Excel and Quickbooks, or equivalent software.
- A proven track record of at least 2 years in finance and HR administration of a small to medium sized organisation.
- Experience developing and improving HR systems and policies of an organisation in line with legislation and best practice.
- Be able to take the initiative and take a creative problem-solving approach.
- Strong interpersonal skills, with proven capacity to independently self-manage and work autonomously, whilst also collaborating well with a diverse team of colleagues in a fully remote working environment.



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- Experience of supporting staff and ability to communicate confidently, consistently and sensitively with all LWA staff and freelancers.
- The ability to develop work plans, monitor progress and report on work done to the Coordinating Group and staff.
- Confidence in presenting at meetings in person and in online meetings through platforms such as zoom.
- Excellent verbal and written communication skills.
- Excellent attention to detail.

Desirable

- Is working towards or has achieved the Chartered Institute of Personnel and Development (CIPD) level 3 or above, or equivalent HR training, or has demonstrable experience.
- Experience of working in the third sector/ a union
- Experience working in non-hierarchical, collaborative and cooperative approaches and understanding of working in an almost entirely remote working environment.
- Clear commitment to the ethos and values of agroecology, food sovereignty, anti-oppressive and cooperative working practices.

HOW TO APPLY

*In order to address any potential unconscious bias in our selection process we are committed to anonymising applications. Please provide your name and contact details in the main body of your application email **only**. Please remove your name and contact details from your CV, responses to questions and any other supporting documents.*

Please send (max) 2 page cover letter written response or (max) five minutes audio / video telling us how you meet the essential and desirable criteria of this role, and why you want to work for the Landworkers' Alliance.



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Please also attach a short CV (max two pages), this can be written, or an audio or video file, and the contact details of two people we can approach for references. Please note that applications and CVs longer than the length limit will not be considered.

Please send your application to admin@landworkersalliance.org.uk with **'Application to HR Coordinator and Finance Administrator'** in the subject heading. Deadline for applications is Friday 7th July, 9am.

If you have any questions, or would like to discuss any aspect of this role in advance of applying please contact us (admin@landworkersalliance.org.uk) and we will try our best to respond. Please email us well in advance of the closing date.