September 2018

**Roles in OrganicLea Workers’ Cooperative**

Application form questions - please go to www.organiclea.org.uk to submit the application online.

Please write no more than 200 words per answer.

**Name**

**Email**

**Phone no**

**Address**

We are looking for three specific skill sets:

1. Someone to manage and develop our market stalls;  
2. Someone to help co-ordinate our box scheme;  
3. A finance worker to help with our invoicing, credit control, payments, reconciliation of cash systems, banking etc.

We recognise that this is quite a lot to expect from one person and so will consider hiring more than one person.

If you don't have all of the above skills but think you'd be a great stall worker, or a brilliant at finances, please still apply! We would like to fit the roles to the people, not the other way around. You do not have to answer every question. We are ideally looking for no more than 200 words per answer.

For each of the three skillsets described above, how would you rank your abilities from one to five (with five being the best)?

How would you rate your willingness to carry out each of these roles (with 5 being the most willing)?

Could you tell us why you would like to be part of the OrganicLea co-op?

**Stalls management/development**

Could you tell us about any previous experience you have of working on market stalls, or any relevant transferrable skills? For example, managing rotas, making pricelists, or a knowledge of seasonal fruit and veg.

One part of the role would be planning new enterprise opportunities and ways of developing our current stalls - e.g. working out if new stalls would be profitable or developing the range of products that we stock. Could you give us an example of when you showed good strategic thinking and implemented your plan?

The role requires working with volunteers, some with high support needs. Can you tell us about your experience of working with volunteers?

This role would involve cashing up and keeping track of the stall's finances - could you tell us about any relevant experience you have?

**Box Scheme coordination**

A large part of this role will be answering customer emails and taking phone calls from customers. Can you tell us about any relevant customer relations experience that you have?

With between 450 and 600 fruit and veg bags to pack and deliver each week, you will need the ability to troubleshoot with solutions at short notice. Can you give us an example of when you have had to do this?

This role will has a strong administrative component and some fluency with Excel is needed - how would you describe your Excel competence? For example, can you use formulas or macros?

**Finance**

Could you tell us about your experience and/or qualifications in bookkeeping and what software or systems you have used.

Do you have any experience of financial planning, budget tracking or grant reporting?

What skills and processes have you used to produce management accounts and prepare information for annual accounts?

How would you describe your general computer and IT skills, particularly with Excel and other Office products?

Do you have a UK driver's license

Please use this space to provide any other information about how you fit the person specification and how you feel you can contribute to OrganicLea (max 200 words).

Please provide names and contact details of two referees. We will only take up references if we offer you a post.

Please provide details of any unspent convictions.