



Northumberland
Wildlife Trust

Café Assistant Northumberlandia

Information Pack

Contact Details:

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Who we are...

Northumberland Wildlife Trust was founded in 1971 to protect wildlife and promote nature conservation within Newcastle, North Tyneside and Northumberland. Today, our voice for wildlife is stronger than ever. We are a non-government funded charity, supported by membership, donations, local businesses and charitable trust grants.

Our vision and strategic objectives

A Wilder Future for our area

We want: Everywhere and everything here Wilder, including people's lives and jobs, with landscapes richer in wildlife and better-connected land, wetlands and seas.

We want: To reach more people, form more partnerships and play a greater part in wilding and greening locally and contribute globally to restoring nature and tackling climate breakdown.

We will create Wilder Places, Wilder People and a Wilder Future, with more, bigger and better joined up areas for wildlife to thrive, more people taking action and connecting to nature and influencing more decisions to secure nature's recovery locally, regionally and nationally.

We will achieve our vision by:

- Defending wildlife and wild places
- Enabling nature's recovery: protecting the best and improving the rest
- Inspiring people and communities to care and enabling them to act
- Influencing organisations to behave in nature's interest
- Growing our resources and partnerships to be more effective and agile

We will deliver our vision through three key strategic objectives

1. Lead nature's recovery
2. Inspire people and organisations to care and mobilise them to act
3. Ensure an agile green culture and sustainable NWT



We work as part of a national movement

There are 46 local Wildlife Trusts across the whole of the UK, the Isle of Man and Alderney, all working for an environment rich in wildlife for everyone.

With 850,000 members, we are the largest UK voluntary organisation dedicated to conserving the full range of the UK's habitats and species, whether they be in the countryside, in cities, or at sea. 135,000 of our members belong to our junior branch, Wildlife Watch.

We manage 2,300 nature reserves covering more than 80,000 hectares; we stand up for wildlife; we inspire people about the natural world and we foster sustainable living.

All 46 Wildlife Trusts are members of the Royal Society of Wildlife Trusts (RSWT) which operates a separate Grants Unit administering major funds on behalf of the Big Lottery Fund and the Landfill Communities Fund.

To find out more...

www.nwt.org.uk

www.wildlifetrusts.org



Café Assistant, Northumberlandia

We are looking to appoint a confident, innovative and enthusiastic person to join our team, working at The Lady of the North Café, Northumberlandia.

The main functions of this role are:

To assist with the running of the Café including weekends and bank holidays. This will include preparing and serving food, maintaining good standards of food hygiene.

The role is for a zero-hour contract, the salary is national living wage.

Information for applicants

To apply for the position of Café Assistant, please complete the corresponding Application Form in full, and return it to me - stephanie.craig@northwt.org.uk

Please note, CVs and/or covering letters will not be accepted.

If you require further information regarding any aspect of the application process, please do not hesitate to get in touch.

Thank you for your interest in Northumberland Wildlife Trust.

Job specification

Post title

Café Assistant

Location

The post will be based at the Café and Visitor Centre at Northumberlandia.

Responsible to

Café Manager

Responsible for

- Volunteers

Internal relationships

- NWT staff teams
- Volunteers



Main responsibilities

To assist with the running of the Café at Northumberlandia including weekends and bank holidays:

- Preparing food and serving in the café
- Preparing hot drinks with use of barista coffee machine
- Cleaning the café and building facilities at the end of each day and as required at other times
- Cash handling including cashing up at the end of the day
- Assisting with opening and closing the café
- Assisting with stocktaking and ordering
- Working with volunteers
- Assisting with the events programme
- Work within the Trust's policy framework
- Undertake any other tasks that the Trust may reasonably require

Salary band

Salary is national living wage.

Contribution to personal pension

A further 5% is payable into the Trust's Stakeholder Pension scheme after three months, conditional on the employee contributing at least 5% of salary.

Holidays

You are entitled to the statutory holiday allowance which will be calculated pro rata to your hours worked and paid as holiday pay each month.

Probation & notice

There is a probationary period of 3 month.

A minimum of 2 weeks' notice is required from either party.

Person specification

Knowledge & attributes

Essential

- Basic numeracy and literacy
- Good awareness of food hygiene and health & safety
- Excellent communications skills
- Ability to work calmly under pressure



Desirable

- Food hygiene certificate
- Full driving licence

Skills & experience

Essential

- Experience of working in catering
- Experience of working with members of the public

Desirable

- Experience of working in a coffee shop environment
- Experience of cooking and baking
- Experience of working with volunteers

Personality

- Friendly and approachable
- Flexible and adaptable approach to work
- Good team player but also self-motivated and able to work on your own
- Well organised and methodical
- Willing to learn new skills

