

CO-OPERATIVES UK

RECRUITMENT PACK

EXECUTIVE SUPPORT OFFICER

March 2024



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1. WELCOME

Thank you for your interest in the role of Executive Support Officer. This is an exciting opportunity to join our dynamic organisation.

As the voice of the UK's co-operative movement, we empower and support co-operative enterprise with specialised knowledge and expertise, to grow the co-operative economy and create a fairer society.

From football clubs and farms, to convenience stores and pubs, there are more than 7,000 co-operatives in the UK, each owned and controlled by their members and based on a set of shared principles and values. By promoting shared wealth through member ownership, we are committed to enable anyone in the UK to form, or join, thriving and sustainable co-ops.

As Executive Support Officer you will provide executive support in a one-on-one working relationship, undertake a variety of special projects for the CEO, working independently from conception to completion.

As an organisation we are led by our unwavering values of solidarity, self-responsibility, equity, and honesty. Therefore, if you share these core values, we would be delighted to receive your application.

We wish you the very best of luck with your application.



2. ROLE SUMMARY

- **Contract:** Permanent
- **Hours:** 2-3 days per week subject to your availability
- **Location:** Manchester
- **Salary:** £25,454 (pro rata to 2 days - £10,181.60; 3 days - £15,272.40)
- **Line management:** No line management responsibility



3. WHAT IS A CO-OP?

Co-operatives are more than just high street retailers – although they are probably the example of a co-op that most people have heard of.

A co-op is a business that is owned and controlled by its members. The members can be its customers, employees, residents or suppliers. Profits are shared between people who have a stake and a say in how the co-op is run, not distant investors or shareholders. All co-ops share a core set of values and principles.

Originally founded by a group of working class people who were fed up of having to buy poor quality food, co-ops are just as relevant today.

You can find co-operatives in pretty much every industry – from healthcare to housing, renewable energy to retail, sports to social care. And they are every shape and size from multi-billion pound businesses to small community enterprises.

There are over 7,000 co-ops in the UK, which contribute £40bn to the economy. There are three million co-ops around the world with 1.2 billion members.



4. WHY WORK FOR US?

We put our people at the heart of everything we do.

Fueled by the passion of the co-op values, principles and culture, we are thriving. Our 150-year legacy drives innovation and collaboration.

We believe that creativity and freedom build a culture that is founded on trust. We work hard to ensure that we can all work effectively and co-operatively.

We support each other, taking time to listen so that we can bring the best version of ourselves to work.

Work with us and discover that co-operatives offer a better way of doing business.



Employee Benefits

We offer a range of benefits to support you. Our strong beliefs and co-operative principles shape the way we think work should be.



Fancy a brew

We know the importance of a cuppa or coffee! You will always find plenty of complimentary refreshments in our kitchen

Learn and Grow

Stretch your skills and learn new ones. Learn from great people and direct your own development. We are committed to inspiring your personal growth and professional development.

Wellbeing

Everyone working at Co-operatives UK has access to an employee assistance programme provided by Bupa. This is available to you, your partner and any dependents over the age of 16 who currently live with you. It's free to use and completely confidential. We also have a number of colleagues trained to offer mental health first aid support.

Travel

If you use public transport to get to work you'll know how expensive it can be. For an easy way to spread the cost of a season ticket over the year, you can set up an interest-free travel loan.

Drive to work? Save money with an NCP car park pass. Enjoy unlimited parking at NCP Printworks with a 25% discount on the normal rate!

Want a different way to save?

Join the Co-operative credit union. Save from as little as £2.50 per week and access low-cost loans with free life cover.

We are flexible

The 9-5 doesn't work for everyone! We are happy to talk to you about flexible working options, including part time.

Its not all about the office either - we are fully hybrid and working from home some of the time is very popular. Please talk to us about what you need!

Pension

The Co-operatives UK Defined Contribution Pension Scheme is a savings plan that's designed to help you build up a pension pot. As a minimum you save 3% of your pay and we will contribute 5%. It is up to you how much to save but the total combined contributions can reach 23%.



Policies

Our policies are designed to support you and your family in a range of ways, from enhanced maternity pay to fully paid emergency leave for carers. If you want to see them before you start, just ask.

Coaching

Coaching provides a development focus and structure to your relationship with your line manager. Coaching is a way of having conversations that are safe, supportive and challenging. It can be a thought-provoking and creative process and will help you to maximise your personal and professional potential.

We believe in coaching and have a pool of trained internal coaches ready to work with you.

Eye tests

Look after your eyes with free eye tests. You book and attend a test, Co-operatives UK pays. It's as simple as that.

Bike to Work

We are committed to the environment and want to support you to embrace a carbon-neutral future.

We can purchase a bike and equipment and lease it back to you.



Trade Union

We believe in the power of working together. Joining our recognised Trade Union, SATA, means that you will be part of the principal union that negotiates for all grades of staff in the service sector of the economy.

5. OUR VALUES

Equity

We treat each other with fairness and respect

Honesty

We are open and honest

Self-responsibility

We are empowered to get things done

Solidarity

We stand together



6. CO-OPS FOR ALL

Our aim is to become a truly inclusive organisation with a workforce as diverse as the co-ops we serve.

We are an equal opportunities employer and we treat all job applicants equally, regardless of age, disability, gender identity or gender expression, race, ethnicity, religion or belief, sex, sexual orientation or any other equality characteristic.

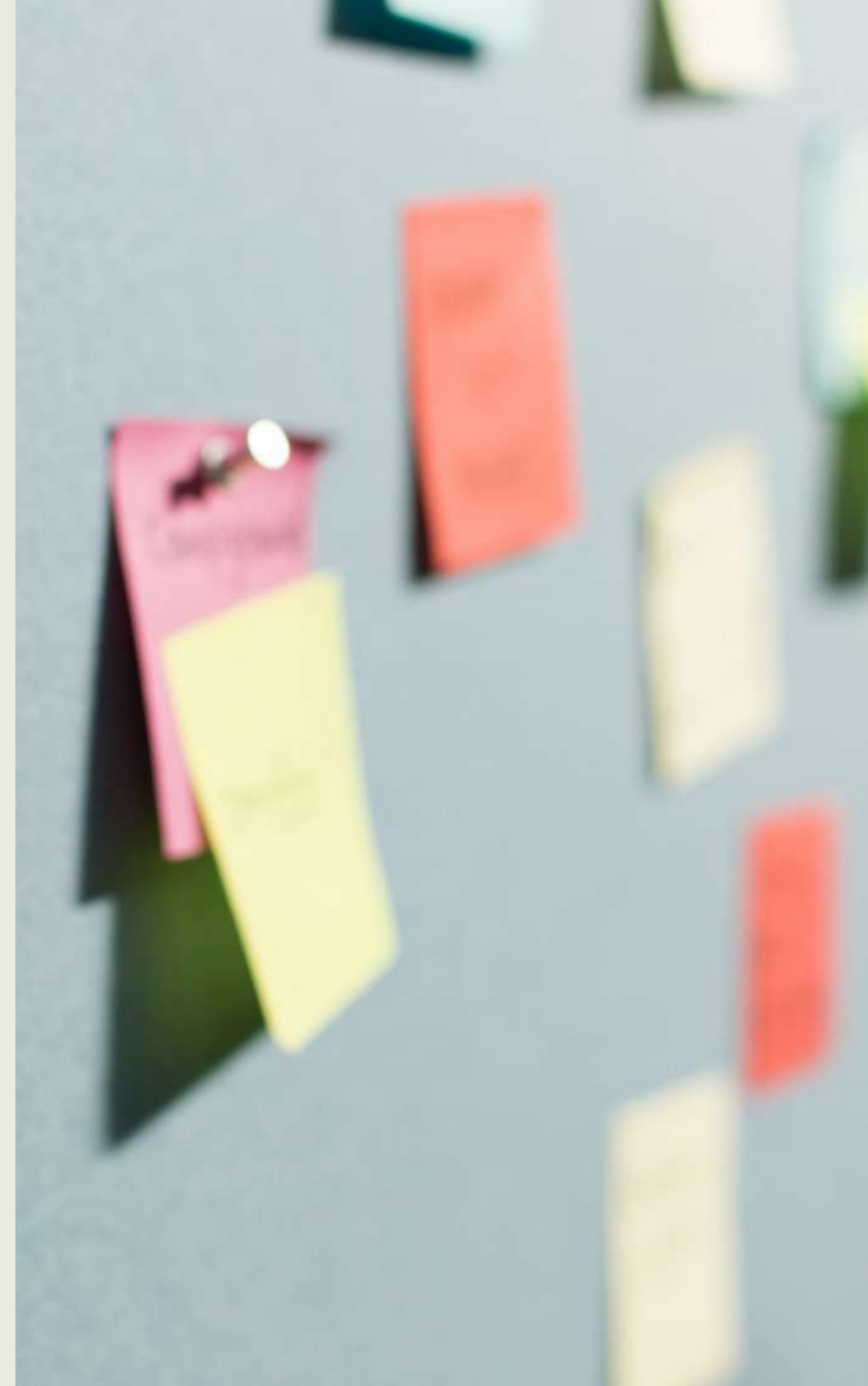
We particularly encourage applications from disabled, Black, Asian and Minority Ethnic (BAME) candidates, and LGBTQ+ and non-binary candidates as they are under-represented within our organisation and sector.

We are members of Mindful Employers, Living Wage Employers and a Disability Confident Employer and are committed to improving employment opportunities for ethnic minorities across the UK.



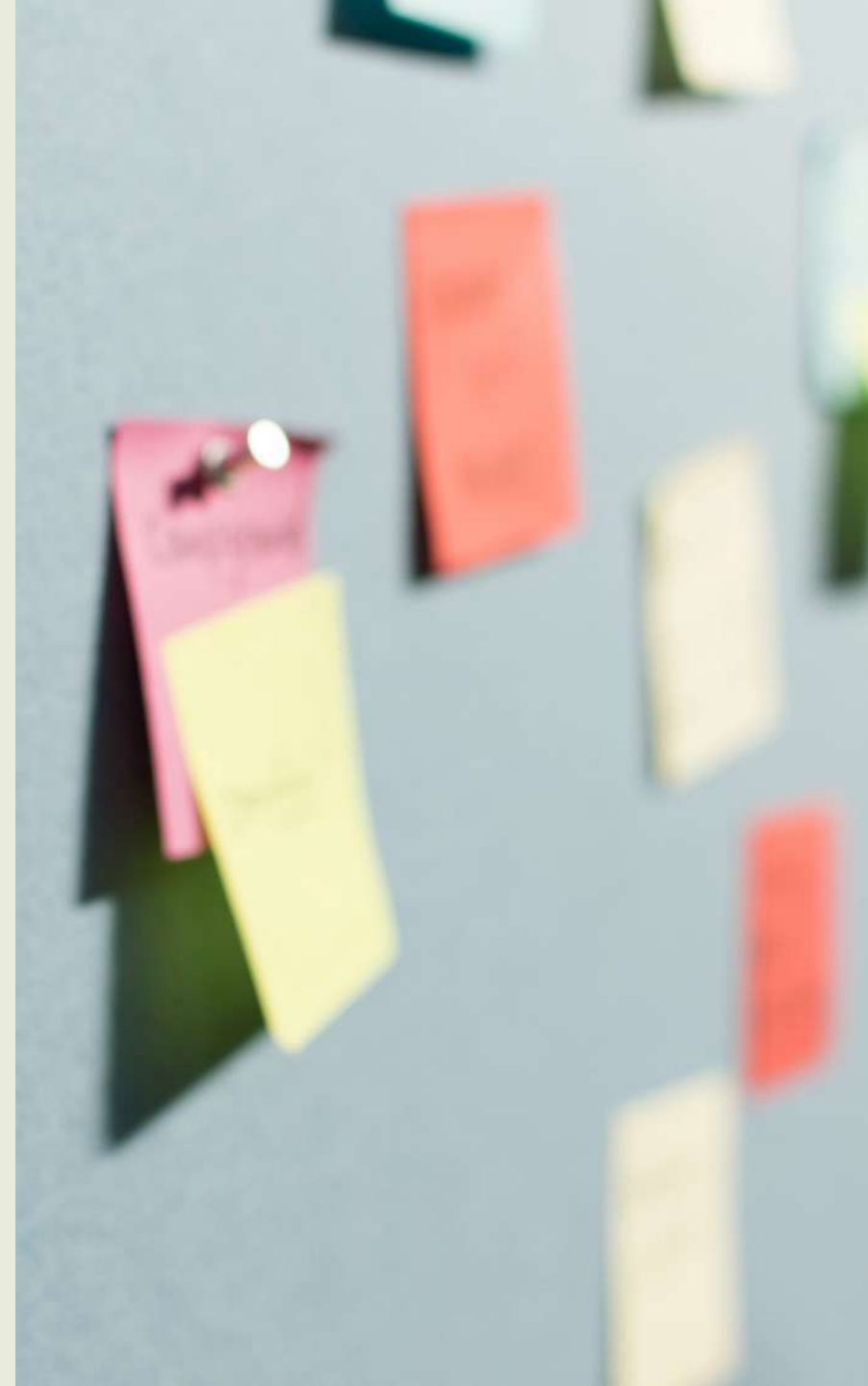
7. ROLE DETAILS / KEY ACTIVITIES

- Undertake a variety of special projects for the CEO, some of which may have organisational impact.
- Independently gather research for the CEO and translate the findings into completed written and visual reports.
- Undertake data analysis where needed.
- Lead on the end-to-end project management of projects from the CEO.
- Present findings, data and reports to key stakeholders as needed to gain organisational backing to pursue funding and strategic opportunities.



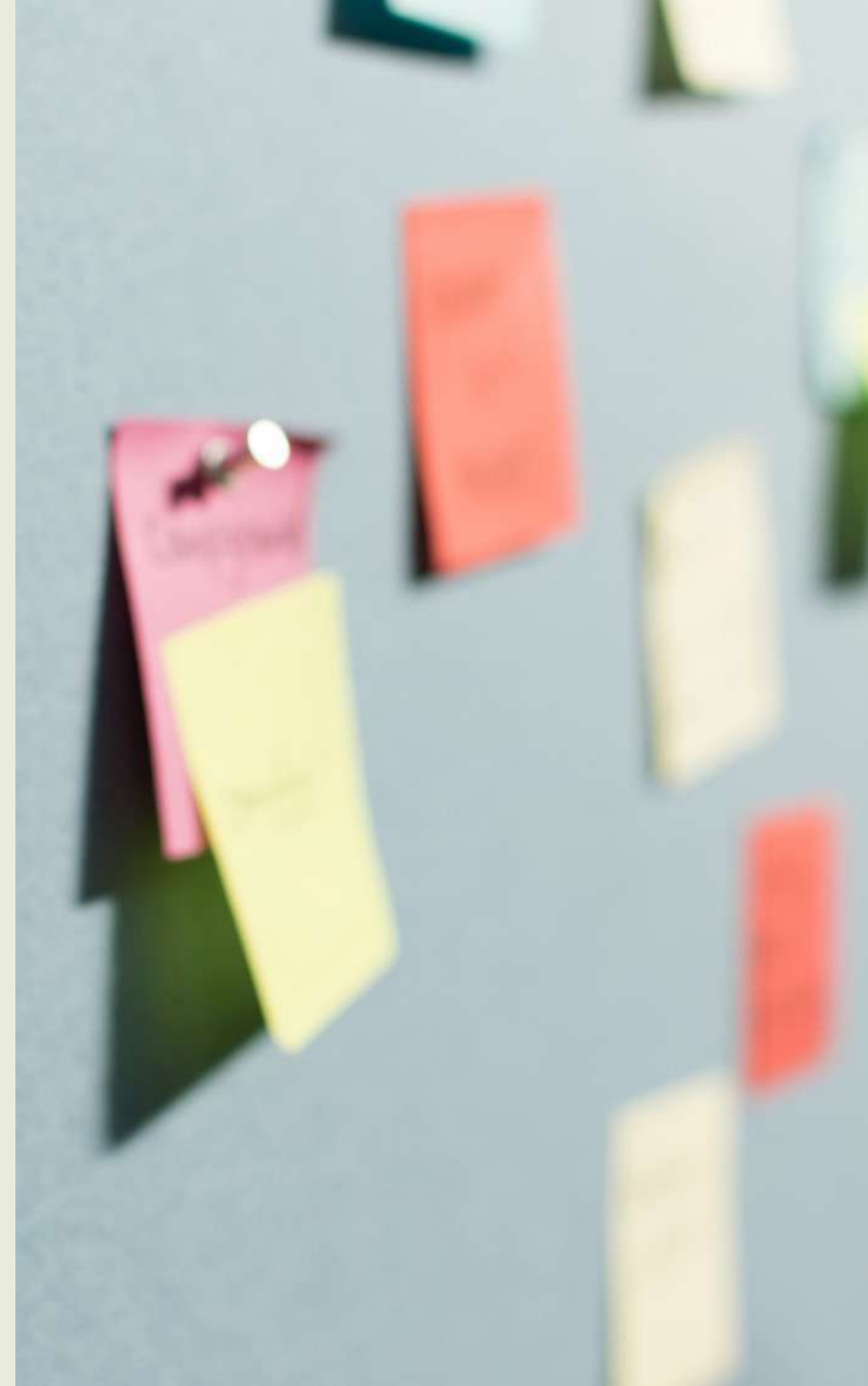
7. ROLE DETAILS / KEY ACTIVITIES

- Edit and prepare Board papers and presentations for the CEO in advance of Board meetings and working groups.
- Provide detailed briefs for the CEO in advance of key meetings and events.
- Maintain a high degree of confidentiality regarding issues concerning members of staff and all stakeholders, and those of organisational and strategic importance.
- Organise workload and prioritise daily using own initiative and knowledge of the work with minimum supervision from the CEO.



7. ROLE DETAILS / KEY ACTIVITIES

- Anticipate the CEO's needs and exercise judgement based on those needs understanding the politics of a situation and understanding how the organisation functions.
- Ensure the timely preparation and delivery of all briefing information and preparing papers and presentations required by the CEO.
- When required, take accurate notes of meetings, ensuring that matters arising are dealt with by the appropriate person within agreed timescales.
- To undertake other appropriate duties and responsibilities as required from time to time.



8. ABOUT YOU

Essential

- Administration experience
- The ability to proactively manage and coordinate conflicting priorities, work independently, and meet deadlines
- Handling sensitive situations, recognising confidential issues and dealing with them appropriately
- Attention to detail, good organisational and administrative skills
- Excellent verbal and written communication skills with the ability to prepare clear correspondence, minutes, reports and briefing papers
- Highly developed IT skills with the ability to use a variety of computer systems, and proficient in Microsoft Office applications



9. HOW TO APPLY

Please complete the application form signposted at: www.uk.coop/careers

Application deadline:
Midnight, Wednesday 10 April 2024

Interviews:
Week commencing 22 April 2024, Manchester

Direct any queries to:
recruitment@uk.coop

CVs sent directly to this email will not be considered.

