



**Job title:** *Office and People administrator*

**Location:** *Dalston, London*

**Contract:** *Permanent, 25 hours a week (timetable negotiable but need to be in the office at least 4 days a week)*

**Salary:** *£28K pro rata, this is a 25 hour post at £17,500 per annum*

**Application closing date:** *9am, 26<sup>th</sup> April*

**Interview dates:** *6<sup>th</sup>-7<sup>th</sup> May*

## **Who are we?**

The Dusty Knuckle Bakery is a purpose driven business which operates busy cafes and restaurants, serving very high quality food and drinks whilst also distributing bread and pastry to other businesses.

TDK runs a youth training programme. We provide work-based mentorship/support, training, and employment opportunities to at risk youth, including those with offending histories. Our social impact program is embedded within the bakery, kitchen, and café operations.

## **Why work for us?**

TDK is at an exciting time in its growth. We have two busy retail sites and plan to add further sites soon. We also now operate a Community Interest Company and have plans underway to further scale our youth training program.

We are driven by our commitment to our social values which makes working at Dusty Knuckle a fantastic working experience

The Dusty Knuckle is a truly unique workplace. Join our team and you will:

- be part of an expert, purpose driven crew with a detailed understanding of baking, cooking, hospitality, coffee, social impact and business management
- have opportunities for career progression in a diverse and growing organisation with ambitions
- be given paid training opportunities
- Work in a fun and vibey office, filled with ideas and collaboration

Enjoy our staff perks; At TDK, we offer:

- Paid training days/trips
- Enhanced Maternity and Paternity pay
- Additional day's holiday for every year worked
- Regular inhouse massages for staff
- Free staff food, coffee, bread and pastries every day
- Cycle to Work scheme
- Employee support and specialist third party wellbeing service
- Free use of our Campervan (if over 25 and a clean UK license)

## What will you be doing in this role?

This is an office admin role specialising in people. You will be taking ownership of the day to day office management alongside providing all administrative support for all our HR processes, ensuring they run smoothly, and assisting managers and heads of sections in ensuring high level of employee engagement.

You will be assisting in the continuing development of the company's culture and employer brand, reporting to the Director of people and projects.

To achieve this, you will:

- Manage all staff record keeping, maintaining ethical standards, confidentiality and adhere to GDPR regulations
- Provide administrative support for all employee's lifecycle at TDK, from recruitment to onboarding, performance management and engagement
- Analyse and report on HR metrics such as staff turnover, employee demographics and recruitment
- Contribute to overall People and Culture objectives and projects as set by the director
- Managing the Director's calendar and admin for head office (banking, insurance etc, council liasing and applications)
- Managing the companies share point and all google admin
- Processing weekly invoices and payroll
- Maintain a well stocked, tidy, organised office

## Is this job for you?

This is the perfect role for someone who has some experience in office admin and rudimentary HR processes but now wants to gain more experience within a brilliant company dedicated to its people culture and impact. You will be working directly with the Director, championing TDK values and ensuring employee engagement. You will need to be someone who thrives on detail, accuracy and detail and enjoys setting up systems and processes.

At the Dusty Knuckle we work hard to be a nurturing inclusive environment. What some people don't have in experience we ask to make up for in a keen willingness to learn, engage and take responsibility.

## We are looking for someone who has a proven track record with/in:

- Experience of at least 1 year in an HR administrative role
- Excellent Excel and Microsoft suite skills
- Strong verbal and written communication skills
- Strong organisational skills, able to multitask and manage time effectively
- Knowledge of HR processes and policies, ideally with CIPD membership

**To apply for this position please follow the instructions below.**

Please send by 9am on 30<sup>th</sup> April the following to [becca@thedustyknuckle.com](mailto:becca@thedustyknuckle.com) with the email title OFFICE AND PEOPLE ADMINISTRATOR. If you do not use this title your email might be missed

1. Your CV
2. A cover note explaining why a) you want this job and b) you think you're the right person for it. Demonstrate that you have thoroughly read the Job Description. (Max 1000 words)
3. Where you saw the advert for this role

### **Diversity and Inclusion**

The Dusty Knuckle is committed to creating diverse, inclusive and equitable working environments. With this in mind we encourage candidates from minoritised groups to apply.