



## Assistant to the Partners (Peach and Pippin & Really Eco Baby)

### Role Purpose:

The purpose of this role is to support the partners with the multi-faceted, ever-changing range of activities that are involved in running a portfolio family business with three young children.

### Key jobs:

- Assist with household management such as tidying, arranging, cleaning and upkeep
- Pick-up and provide after-school care for children (three primary aged daughters) and transport to after-school classes
- Assist with administrative tasks such as phoning providers, suppliers, clients, seeking quotes, stock-taking, invoicing, and packing orders
- Assist with online administration such as updating websites and managing accommodation bookings
- Assist with basic food preparation such as mealtimes for children and processing farm produce
- Assist the partners with personal administrative tasks such as collating expenses and general book-keeping (very basic)
- Assist with marketing, especially online social media channels (Instagram, Facebook, Twitter)

### Our values:

- We are passionate about sustainable and collaborative business. Our key values are – GROW, CONNECT, CREATE, CELEBRATE.

### You:

- You have a can-do attitude and you like variety and keeping busy
- You have experience of young children and can be fun, firm and fair
- You can cope with chaos!
- You might not know how to do everything (such as make jam, or paint doors, or update the website) but you are keen to learn and try something new
- You are a positive, collaborative person who enjoys mucking in
- You are a networker and keen to build connections with the local community



## Essentials:

- You can drive
- You aren't afraid of chickens
- You like the outdoors
- You can tidy a clothes drawer
- You are literate and numerate (at least GCSE English and Maths or equivalent)
- You understand the fundamentals of safeguarding (further training will be provided)
- You can work on some days between 2 and 7pm

## The particulars:

Hours: between 16 and 20 hours per week (with possibility of more in school holidays and at busy times of the year).

Days: ideally 2-7pm on Tuesdays and Thursday and flexible on another one or two days (we can be flexible on this)

Rate of pay: £8.75 (UK living wage) + petrol

Proportion of time: We expect around 50% of the time would be taken up with childcare including two (or potentially 3) school pick-ups

## How to apply:

Please email your CV with a covering letter (no more than one page of A4) to Ian and Rebecca: [peachandpippin@gmail.com](mailto:peachandpippin@gmail.com)

Closing date: Wednesday 22<sup>nd</sup> August 12pm (early applicants may be contacted for an interview before the closing date).

**We look forward to hearing from you!**