



Hempfen Production Coordinator Maternity Cover

We are looking for an organised, tidy and quick learner to do 3-5 months maternity cover at Hempfen. This is a great opportunity to get involved with the co-operative and the community. The production coordinators' role is to organise the production team to maintain the supply of Hempfen produce to our high quality and ethical standards.

Core role:

- To fulfil and co-ordinate Hempfen's production needs for retail, wholesale and bulk orders.
- To ensure the smooth running of production's inputs and outputs in regard to stock management and quality control.
- To ensure production facilities are kept to a high standard of manufacturing in compliance with our certifications.
- To continually improve and develop Hempfen's production department through procurement, certification compliance & quality control.
- To co-ordinate the secondary processing of hemp based products in line with Hempfen's development.

Person Specification

The successful applicant must be a:

- **Team player** with a sense of humour, who values and empowers their teammates.
- **System thinker** who sees each problem as an invitation to improve the organisation.
- **Scientific worker** who is methodical and can work towards laboratory standards.
- **Record keeper** who understands that information and time management ensures quality standards.
- **Hygiene aware and tidy** as we operate to Food Hygiene standards.
- **Digitally confident** as its 2023 and so you'll have to use a range of office software to keep everything running smoothly.

- **Proactive** developers of our production team and systems.
- **Self-carers and self developers** who understand that you can't do much if you're not looking after yourself and improving your skill set.
- **Committed** to co-operative working principles.
- **Community minded** as this job comes with a live in place in our co-operative nestled into the wider community of the Hardwick estate which is moving into community ownership

Hours & Location

This role is for **21 working hours per week** on our beautiful farm near **Reading. Path Hill Farm, RG87RE** Our working day starts at 9.30am and finishes at 5.30pm with an hour lunch break. We will need you to be present on Mondays for a stock assessment and on Wednesdays for meetings.

Pay & Benefits

The salary for this position is £20,111 pro rata (based on a 35hr week), in line with the Living Wage making the annual salary for **21 hours per week £12,066**. We operate a flat-pay structure at Hempen and are hoping to increase our wages soon - in fact, part of this role will be developing a sustainable wage's strategy! Additional staff benefits include free home-cooked meals on site, an allowance of free products every month and discounts for friends & family

Accommodation

There is **subsidised accommodation available** on our beautiful farm in our shared house with this role. To find out more about this, please state in your application if this is something you would be interested in...

To apply

Please **send a CV and covering letter** with details of your experience and how you meet the applicant criteria to jobs@hempen.co.uk **by December 10th 2023**. Interviews are rolling from the point of application and will finish by the 22nd of December.

Job Description

Production

- To produce or co-ordinate the production of all products and samples for retail, wholesale and bulk.
- Perform quality control checks of manufactured products and complete records for organic certification, GMP & HACCP.
- Coordinate testing, quality checks & organic validation on all ingredients where necessary.
- Ensuring the facilities are kept to high food hygiene, organic & SALSA standards.
- Stock management of retail products, forecasting needs and scheduling production.

- Stock management of product ingredients and product packaging, calculating production needs and re-ordering.
- Secure & monitor storage conditions of all ingredients, including raw agricultural products, and ensure they remain in premium condition.
- Monitor all production equipment, fix and replace where necessary.
- To update & implement product procedure developments & documents.
- Work with Product Development Coordinator to ensure effective management of fluctuating hemp seed based stock levels
- Working with the Product Development Coordinator to formulate new products through experimentation and evaluation.
- Manage waste flows from production.

Team Coordination

- To coordinate the weekly/monthly production schedule
- To coordinate team members or casual workers for producing and labelling batches of products.
- To communicate with team members to ensure working to targets and standards.
- Inducting, training and supervising new recruits for producing products and volunteers.

Product Development

- To ensure all product documentation is in place for launch and sale.
- To collate all product costings to form accurate unit costs.
- To liaise and anchor the Product Development task force.

Procurement

- To research and procure raw materials and packaging with a focus on sustainability and ethical sourcing.
- Broker raw material arrangements when desired.
- To research, collect information and engage services that production requires such as secondary processing.
- To maintain healthy and communicative relationships with suppliers & service providers.

Compliance & Quality Control

- To be responsible for organic certification processing licence, correspondence, compliance, implementation and processes.
- To ensure that production meets legal standards for food and cosmetic manufacturing through testing, creating policies & procedures, quality control and accurate labelling.
- To develop and implement systems and procedures for effective manufacturing and facility management.
- To ensure compliance with health, safety and hygiene standards.
- Ensuring the production team is trained to Level 2 Food & Hygiene Manufacturing, Product Procedures, Soil Association & HACCP Quality Processes.

- To coordinate cosmetic testing for UK regs, to submit to portals and ensure information is up-to-date.
- To monitor Novel Foods regulation and cannabinoid legalities in the UK & internationally.

Admin

- To monitor, respond and maintain correspondence for production emails
- To maintain financial admin & monitor spending according to cluster budget.
- To handle relevant customer enquiries, logging and resolving relevant customer complaints
- Sourcing equipment and tools, getting quotes and evaluating the best purchase within budget
- To maintain prompt and sustained communication with other employees and departments such as sales, marketing, dispatch in order to facilitate smooth flow of information and support integrated business operations and planning.
- To attend the coordinators meeting and act on behalf of the production team, relaying important information both ways.
- To equally contribute and organise Production Cluster meetings.
- To monitor, respond and maintain correspondence for production development emails
- To maintain financial admin, monitor & plan department budget and spending.
- To design, create content and format documentation such as product specifications, policies and Safety Material Data Sheets.
- To collate product costings and finalise unit costs
- To liaise with customers for bespoke orders and product development support
- To maintain prompt and sustained communication with other employees and departments such as sales, marketing, primary production, dispatch in order to facilitate smooth flow of information and support integrated business operations and planning.
- To attend the coordinators meeting and act on behalf of the production team, relaying important information both ways.
- To provide technical product information, writing product descriptions and reviewing copy for publication.
- To monitor and bottom line employee, volunteer and back pay stock allowance