

Lupine Adventure Co-operative
6a Rodley Lane
Rodley
Leeds
LS13 1HU



Operations Assistant Recruitment Autumn 2026

A permanent, fairly flexible role combining kit logistics and office-based administration with outdoor delivery. Annualised hours mean that, depending on your agreed working pattern, you could take up to six weeks off during the school summer holidays while receiving a regular salary throughout the year. Other seasonal working patterns could also be possible, for example an extended break / reduced hours during the winter season.

Job Title: Operations Assistant.

Contract type: Permanent.

Start Date: January 2027.

Hours: We are looking for someone to work a 0.6 – 1.0 contract, more when we are busy, less when we are not. A 0.6 contract equates to 22.5 hours a week annualised (see "hours to work" below for more details).

Pay: £26,615 FTE up to £30,074 FTE depending on experience (FT = 37.5 hours a week).

On a 0.6 contract this equates to £15,969 - £18,044.

Holiday entitlement: 5.6 weeks pro rata. Restrictions apply (see below).

Sick Pay: 1.4 weeks pro rata a year of self-declared full sick pay. Forty-Six weeks at 50% of pay after a qualifying period.

Pension Contribution: 4% employer contribution to a 'Nest' Pension. Salary sacrifice available.

About the Job:

This job is **assisting** the client management team in the back office organisation of DofE expedition programmes. You will be reporting to one of the General Managers, Andy Godfrey or Jo Chitty.

Typical tasks will include:

- Packing, unpacking and repairing kit.
- Setting up expeditions on our IT systems.
- Booking campsites.
- Creating summaries of participants and medical conditions.
- Conducting person-specific medical risk assessments working within established procedures with support from experienced colleagues.
- Working outside, delivering DofE programmes.

The job will mainly be office-based and will require you to attend the first-floor Lupine offices in LS13. At times it will be physically demanding with a requirement to carry kit up and down stairs, and load it into vehicles. Some work delivering DofE programmes (usually at the weekends, requiring overnight stays) will also be essential and will form part of your contract. This will amount to a minimum of 10 days a year. If you want to take on more delivery work then this will be possible.

Because of the delivery aspect of this work you will need to provide or undergo an Enhanced DBS check.

**Hours to work:**

We need most of the work to be carried out during normal office hours and you will be contracted to work from the Office in LS13. However, once suitably trained, **some** working from home may be possible at some times of the year.

All Lupine employees have annualised hours and, to at least some degree, work longer hours (about 5-10% more) in our busiest period (March to Mid-July). All hours worked are recognised and rewarded, either as Time Off In Lieu (TOIL), or additional payment at the standard rate.

We are keen to make this job work for the right candidate and can offer some flexibility on the number of, and specific hours worked (for example whether office hours are spread over 3, 4 or 5 days of a typical week). However, it is important to us that the successful applicant is available to work in our offices at least 2-3 days a week in our busy season (March-July). We would expect you to build up TOIL in the spring and work reduced hours during the school summer holidays and possibly during the autumn. If you wanted it would even be possible to take 6 weeks off in the summer.

If you have a work pattern in mind but are unsure it will fit our needs, please do get in touch, in advance of application if you prefer, as we are happy to discuss this.

We would need to agree hours and work pattern during the interview process.

Holiday restrictions:

Holidays of more than 1 week duration will need to be taken between July 22nd and the end of February. Annual leave will also need to be taken between Christmas and the New Year.

About us:

Lupine Adventure Co-operative is a small, not-for-profit worker co-operative based in Leeds. We've been running for over 18 years, providing outdoor education throughout the UK.

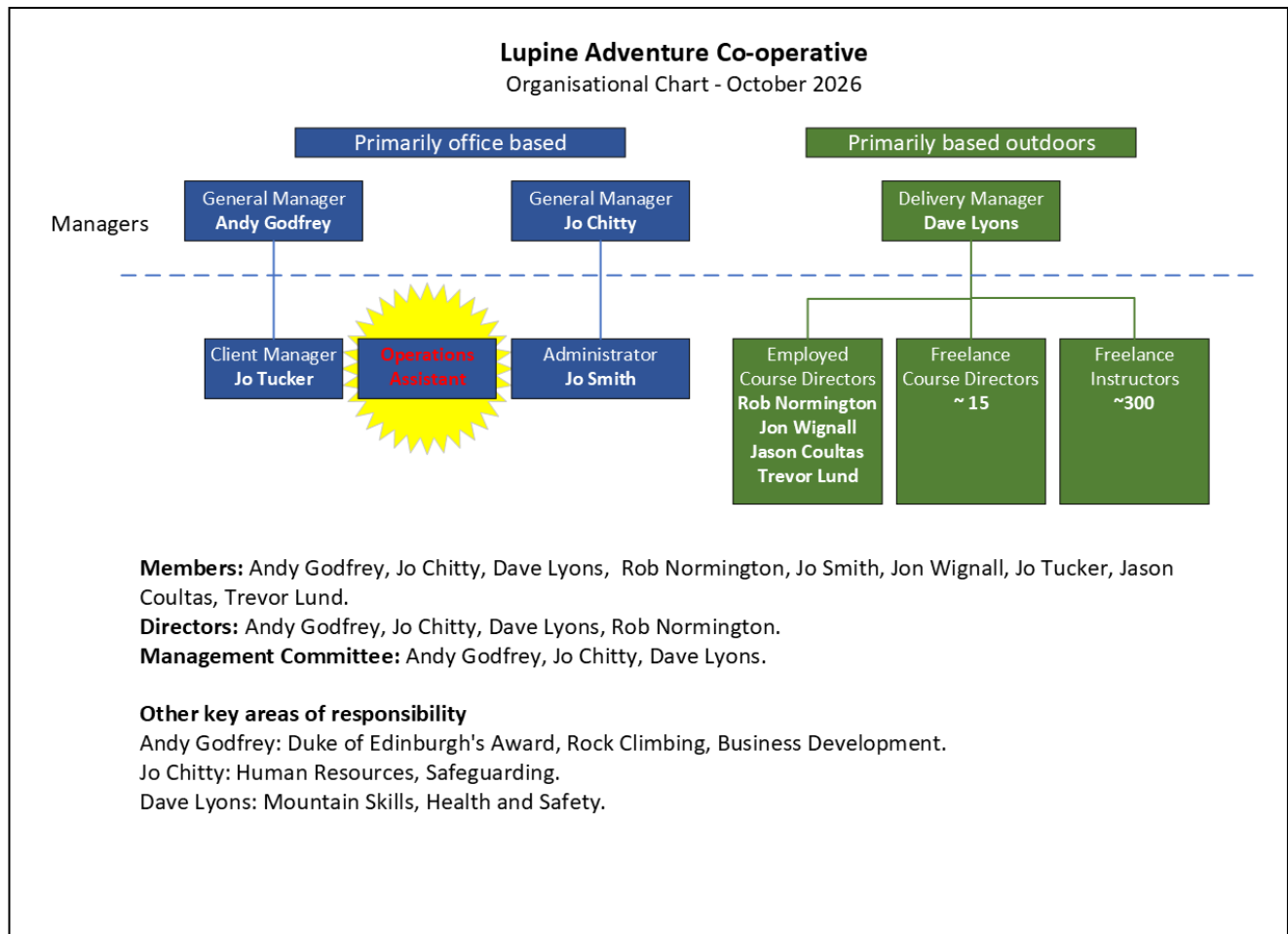
Around 90% of our work involves delivering Duke of Edinburgh's Award (DofE) programmes. The remaining 10% includes mountain challenge events, guided mountain walks, skills training and rock climbing.

We currently have nine employees who run the business, supported by a large team of freelance outdoor instructors.

Upon completion of a 12-month probationary period all qualifying staff are offered membership of the co-operative.



Lupine Structure:





Skills and Qualifications:

		Essential	Desired
1.	Mountain Training Lowland Leader or above (or equivalent)	✓	
2.	Mountain Training Hill and Moorland Leader or above.		✓
3.	Basic competence with MS Office tools and the ability to learn new software.	✓	
4.	Strong IT skills, especially MS Office; Excel is particularly important.		✓
5.	Systematic, organised and diligent. Ability to work on your own initiative, recognise priorities and meet deadlines.	✓	
6.	Able to work with established protocols, procedures and systems (and identify potential improvements).	✓	
7.	A 'problem solving' mindset.	✓	
8.	Good verbal communication skills: ability to speak effectively with a variety of people including children and people with different backgrounds from your own.	✓	
9.	Effective written communication skills: ability to produce clear written briefings and reports; and compose professional, effective emails.		✓
10.	Ability to discuss medical conditions with parents and risk assess an individual's participation, putting in appropriate mitigations. Full training will be given.	✓	
11.	Understand the importance of safeguarding and of handling confidential information responsibly.	✓	
12.	Managing teams of outdoor instructors.		✓
13.	Working on DofE expedition programmes.		✓
14.	Physically able to carry rucksacks and tents, up and down stairs. The bags are not usually heavy but there are lots of them.	✓	



Possible work schedules:

Here are some scenarios that could work for us. As stated above we are somewhat flexible so please do get in touch if you would like us to run through the numbers of an intended work pattern.

Reduced office hours will be required during the school summer holiday and while all the scenarios below include a complete summer break this is by no means essential. Days of delivery are counted as 11 hours per day.

Size of Contract	Office hours a week	Delivery	Holiday (TOIL and Annual Leave)
0.6	22.5	1 weekend a month Mar – Jul. 2 weekends in September.	6 weeks in the summer 6 weeks at other times
0.8	37.5 (Jan – Jul) 20 (Sep – Dec)	1 weekend a month Mar – Jul. 2 weekends in September.	6 weeks in the summer 4.5 weeks at other times
0.9	35	1 weekend a month Mar – Jul. 2 weekends in September.	6 weeks in the summer 5.4 weeks at other times
1	37.5	1 weekend a month Mar – Jul. 4 Days in Jul 2 weekends in September.	5 weeks in the summer 5.6 weeks at other times

To Apply:

Please complete the application form that you can find here: <https://forms.gle/DLwv6FTFbrRa9Dq47>

We plan to close applications on Monday 16th November at 09:00. We do, however, reserve the right to close applications early if we receive a large number of suitable applications. If we take this option we will give 24 hours' notice of our intention to do so on our website.

Interviews will occur Week beginning 23rd November 2026.

<https://www.lupineadventure.co.uk/work-with-us/>