

## HR & Training Officer

Hours: Full time, 40 per week  
Shift pattern: Monday – Friday, 8.00am to 4.30pm  
Salary: £28,000pa

Excellent benefits & facilities

Allpress Farms Limited is the UK's finest grower and packer of leeks. Due to our continued growth and expansion, an opportunity has arisen for an HR & Training Officer to join the team.

Reporting to the HR Manager, the successful candidate will be a key support for site line managers, providing first line HR advice and support. You will be responsible for the full roll out of the new HR management system across the workforce and its routine maintenance, ensuring compliance by managers. You will give appropriate guidance and coaching to line managers to help them fulfil their people management responsibilities. You will also lead the Company induction for new colleagues, ensuring they are set up for success in the workplace.

The role requires interaction and engagement with individuals at all levels across the site and therefore the successful candidate will be a natural communicator, ensuring key messages are understood by all colleagues, even where English isn't easily understood. You will be expected to continue your development within HR as this role is looked upon to be the successor to the HR Manager.

Previous HR experience working in an HR environment at an assistant, or equivalent level is essential. Candidates should also possess an understanding of UK employment law. Experience of working in a fresh produce or other food FMCG environment would also be an advantage.

Anyone wishing to apply should submit their CV and covering letter to [recruitment@allpressfarms.co.uk](mailto:recruitment@allpressfarms.co.uk)

(Please note this vacancy is being advertised elsewhere and may be closed at any time)