

Role Profile

Job Title: Welfare Officer
Department: Harvesting & Packhouse
Reports To: General Manager

Role Overview

Identifying and understanding the needs of the employees is the key to the success of Monaghan Mushrooms. The role of Welfare Officer is to nurture the relationship between new recruits, current employees and the business.

Main Duties

Onboarding:

- Build strong relationships with new recruits and current employees to understand their needs and requirements
- Manage the Onboarding process for all new recruits:
- Prepare for new arrivals – e.g. meet & greet at airport or arrange transport to site
- Ensure accommodation is ready for new arrival e.g. house is in order, clean bedding, basic household supplier
- Liaise with the site Trainer regarding the delivery of new employee inductions
- Provide assistance with obtaining NI number
- Provide assistance with opening bank accounts
- Meet with new starters every week for the first 4 weeks to ensure they are settling into work.

Accommodation:

- Conducting fortnightly accommodation checks and ensuring any issues are resolved in a timely efficient manner
- Overseeing purchase of furniture and furnishings for properties
- Setting up new property vendors, generating purchase order numbers for rent and utility bills each month
- Analysis of utility bills for all properties – ensuring correct deductions are being made, estimates versus actual spend on utility bills.

Other Duties:

- Key member of the Works Council
- Conduct exit interviews and report statistics to the Recruitment Team

This is not an exhaustive list and is subject to change and amendment.

Competencies to perform the role

- Be self-organised and able to run multiple tasks
- Be a strong relationship builder
- A good team player and communicator at all levels
- Must be a problem solver and have a can do attitude.

Other significant role requirements

- Proficient English language skills along with the ability to speak Russian or Ukrainian
- Full Driving licence with access to a car
- Ability and willingness to travel to other sites/countries.