

**Community Food Growing Network Coordinator (4 days per week)**

We are looking for someone to join our workers’ co-operative and support our work within communities – based from our food growing hub at the Hawkwood Plant Nursery in Chingford and the Hornbeam Environment Centre in Leyton.

We are looking for a range of skills in project coordination, network coordination, community partnership work and a strong track record of spotting opportunities and making things happen. If you are motivated by using food growing to build community and bridges between food growing and food resilience, and to support groups to create flourishing green spaces, then we could have the role for you. Experience of working with diverse communities and an understanding of and willingness to develop and co-create projects alongside residents and other community groups is more important than formal education.

More detailed tasks and responsibilities, and the skills and qualities we are seeking, are set out below.

**Job Description**

This is a varied role working as part of the Community Growing team within OrganicLea, where projects strands include food growing and gardening for health and wellbeing, building resilient communities, improving biodiversity and environmental projects working with young people.

The role holder will coordinate a food growing network in Waltham Forest. They will work closely with the coordinators of the Waltham Forest food redistribution network; and as part of the Waltham Forest Food Partnership, they will work with the council to develop an emerging food strategy. The network aims to build the capacity of growing projects throughout the borough, to reach more beneficiaries, offer more training opportunities and expand green social prescribing work. The intention is for youth and schools work to be a part of this growing network.

Between now and April 2024 the following projects will form the foundation of your work:

* Coordination and developing the Food Growing Network in Waltham Forest including the youth and schools strands. Supporting the network to build capacity and resilience.
* Identifying, designing and coordinating workshops, trainings and food network meetings in Waltham Forest with new and existing projects.
* Coordinating and delivering two Waltham Forest Food Partnership pilot projects.
* Coordinating and supporting resident led growing projects on housing estates Waltham Forest. Currently there are three resident-led projects planned in 2023.

**Specific responsibilities of the role include:**

*Coordinating a network of food growers in Waltham Forest and supporting their food growing projects*

* Regular communication with the food growing network via newsletters, workshops and meetings
* Engaging with residents and community groups to co-create green spaces that work for them
* Supporting partner groups and organisations in their fundraising for community food growing activity and education, particularly within the food growing network.
* Providing training and delivery support for sessional workers and volunteers on projects
* Coordinating food growing and gardening sessions with a diverse range of participants

*Developing partnerships*

* Involvement in strategy development with local authority and community sector organisations
* Building relationships with partners, from small grassroots groups of residents, to senior staff in the statutory sector

*Developing, funding and administering the work*

* Identifying and acting on initiatives that grow this aspect of our work
* Developing project proposals and negotiating contract budgets
* Contributing to fundraising strategy, writing funding proposals as required and often with short notice
* Maintaining up-to-date project budgets
* Organising the collection of monitoring, feedback and evaluation data

**General Co-op responsibilities:**

OrganicLea is a workers’ co-operative (currently 24 coop members in paid contracted roles) whose activities are managed by its members. We are recruiting for a coop member with this role, so you need to be able to contribute to OrganicLea’s governance and strategic development which can involve occasional paid and unpaid work in addition to your role hours. These include:

* Participate in work planning and management meetings with Community Growing colleagues.
* Participate in General Meetings and work teams of the cooperative and support the processes of consensus decision-making within the cooperative.
* All workers are required to monitor and mitigate financial, health and safety and other risks within their area of responsibility.
* Share responsibility for peer appraisal and support, facilitating meetings, minute-taking, and other organisation-wide tasks.
* Participate in the development of OrganicLea as a workers’ cooperative organisation, including contributing to the development of other related projects within the cooperative.
* Work together with other Co-op members and volunteers according to co-operative and permaculture principles (For more information on these principles, see our website)

Members are expected to abide by the Secondary Rules and policies of OrganicLea, work considerately and respectfully with all, and be willing to undergo training as deemed appropriate by the Co-op. Full members are normally appointed as Directors of OrganicLea. Whilst these are strong commitments, our cooperative structure also offers a strong sense of community, a beautiful work environment, shared lunchtimes, flexibility in work styles and hours, and the opportunity to do meaningful and rewarding work that helps people and the environment in very real and direct ways.

**Person specification**

We are looking for the following skills, experience and commitment

(E=Essential, D =Desirable):

If you do not meet all the skills and experience listed in the personal specification, but feel you are the right person for some of this work, you are still encouraged to apply.

***Experience and Skills***

* Experience of developing, coordinating and delivering community-based projects and consultations (E)
* Experience of delivering several funded projects at the same time (D)
* Experience monitoring and reporting for a funded project (E)
* Experience of coordinating and supporting people (E)
* Gardening and garden planning skills, with horticultural qualification (or willingness to complete this with OrganicLea) (E)
* Strong organisation skills including time and project management, an ability to prioritise and financial literacy (E)

***Ability and Commitment***

* Commitment to holistic food sovereignty and working at the intersect of food growing and food insecurity concerns. (E)
* Ability and willingness to be ‘out-and-about' building relationships with residents and community groups (E)
* Ability to communicate and collaborate with funders, partners and the statutory sector (E)
* Confident working with young people (D)
* An understanding of, and commitment to, organic food growing in urban environments and an ability to translate this into communication relevant to a range of cultures and educational needs (E)
* Ability to develop the work strategically and take initiative to generate funding (E)
* An ability to work under own supervision, to manage and prioritise own workload and to meet deadlines, but also work as part of a team in a cooperative and sensitive manner (E)
* Commitment to working within a cooperative structure and decision making ability rooted in consensus (E)
* Commitment to community empowerment, especially in diverse urban communities (E)
* Commitment to environmental sustainability in all aspects of the work (E)

**The detail:**

* **Hours:** The role is for 4 days per week, with some flexibility around working days. There is likely to be occasional weekend work involved with the Community Food Growing projects.
* **Salary:** £27,664 per annum pro rata (based on a 35 hour week)
* **Contract length:** This is a permanent contract subject to a 7 month probationary period for coop membership.
* **Responsible to:** OrganicLea Workers’ Cooperative
* **Location:** The base for project administration can be Hawkwood Community Plant Nursery and at our office at the Hornbeam Centre in Walthamstow.

Successful appointment to the role will be subject to satisfactory references and will require proof of eligibility to work in the UK, self-declaration of unspent convictions and an enhanced Disclosure and Barring service (DBS) check.

Organiclea is committed to equity and representation, and we particularly welcome applications from people who are from Black and Minoritised communities, have disabilities, are LGBTQIA+ or don’t have university degrees, so as to better reflect the communities in which we live and work.

We are a Disability Confident Committed employer. We are happy to make appropriate reasonable adjustments during the interview stage and to our workplace if selected. Please use the application form to let us know if this is relevant to you (you do not need to share any details about your disability at this stage). If you meet the minimum requirements for the role we will offer a guaranteed interview.

We seek to offer an open and supportive workplace which supports colleagues’ mental health and wellbeing. We are committed to ensuring that colleagues feel able to disclose any mental health conditions and to supporting them and offering reasonable adjustments when required.

**How to apply:**

* Please read the above role responsibilities and person specification carefully
* Please use the separate [Application document](https://www.dropbox.com/scl/fi/hcvsdpfjdwlx71rrlevkh/Community-Food-Growing-Role-Application-Form.docx?dl=0&rlkey=c7psv6e502t777ved6720yk1t) to make your application. This can also be found on the website at <https://www.organiclea.org.uk/>.

You can contact Sunniva Taylor about the application process by email on sunniva@organiclea.org.uk

**Please send completed applications to** **sunniva@organiclea.org.uk**

**Extended Deadline for applications is Wednesday 25 January 2023 at 5pm**

Interviews are expected to take place on Monday 6 February 2023

Start date: As soon as possible after interviews