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**Project Manager**

Overseeing work associated with OrganicLea’s new

**‘Grow it, Cook it’** programme of work

If you have a passion for food and for helping people to realise their potential and to feel empowered to respond to climate change, then we want to hear from you. This role will collaborate with others to deliver our new, five-year ‘Grow it, Cook it’ programme. They will support the development of activities, training and communications that bring a focus on how to cook with the produce we grow and how plant-based diets connect to human and planetary health. You’ll need to have a passion for food, the ability to spot and nurture cooking talent, and skills to communicate climate change issues in an engaging way.

You will be working in the Community Learning and Inclusion (CLI) team at OrganicLea, which puts people at the centre of all we do. This team have skills in project coordination, progression support, community partnership work, formal and informal adult education and training across ages and abilities, mental health awareness and a strong track record of spotting opportunities and making things happen. The team works closely together, sharing responsibilities to bring people and plants together. All of this is linked with our enterprise and market gardening work as part of our mission to reimagine a socially and environmentally just food system.

More detailed tasks and responsibilities, and the skills and qualities we are seeking, are set out below. And for us, experience of working with people is more important than formal education. So if you do not meet all the skills and experience listed in the person specification, but feel you are the right person for this work, you are encouraged to apply.

**Hours**: 3 days per week with potential to increase to 4. OrganicLea believe that, in most cases, it is best for the organisation and the worker to be fulfilling a 4 day per week role. We would hope to support the successful candidate to identify an additional day of work within the cooperative, which could be within the CLI team or across other areas of our work.

**Salary:** £27,664 per annum (pay rise pending)

**Contract length:** Permanent contract subject to a 7 month probationary period

**Responsible to:** OrganicLea Workers’ Cooperative

**Location:** Hawkwood Nursery in Chingford, with some meetings and events at other venues in Waltham Forest or neighbouring boroughs

There is some flexibility around working days but needs to include some of Tuesday, Wednesday or Friday as core day(s). There is likely to be occasional weekend work.

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.

This post is funded by the City Bridge Foundation as part of a five year programme.

**Person Specification**

**We are looking for the following experience, skills and commitment. It is unlikely that anyone will meet all the skills and experience listed in the person specification. If you feel you are the right person for this work, you are encouraged to apply.**

***Experience and skills***

* Demonstrable project coordination/management skills - strong and flexible organisational skills.
* Experience in a role working with people - especially vulnerable adults or others facing disadvantage and marginalisation.
* Proven skills and knowledge around healthy plant-based cookery using seasonal produce, and its environmental benefits.
* Understanding and experience of food growing, in any setting, and the benefits this can bring to individuals.
* Experience of using nutrition, health or environmental information to develop information and teaching/workshop materials.
* Good awareness and understanding of safeguarding issues.

***Abilities***

* Proven ability to hold vision and long-term strategic planning – with examples of innovative project outcomes working alongside marginalised communities.
* Demonstrable ability to work with a range of people with sensitivity and empathy.
* Ability to use and set up digital information systems effectively and computer literacy.
* Strong 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.
* Ability to work flexibly, managing multiple demands and responding to shifting circumstances.

***Commitment***

* Commitment to working within a cooperative structure and decision making rooted in consensus.
* Commitment to community empowerment, especially in diverse urban communities.
* Commitment to environmental sustainability in all aspects of the work.
* Willing to be DBS checked.
* Willing to work outdoors in all weathers and to encourage others to do the same.
* Commitment to communicating clearly and sensitively and to always learning how to better this – for example active listening and collaborative work.

**More detailed job role and responsibilities**

**Project Coordination**

‘Grow it, Cook it’ Programme development and delivery

* Implement the findings of our recent kitchen use review to establish an efficient and supportive basis for development of a cooking skills programme.
* Coordinate the kitchen as a learning environment that incorporates its many uses, some existing and others to be developed under this new programme of work.
* Integrate climate change and diet-related content into existing people-focused programmes including supported placement wellbeing programmes and English for Action.
* Outreach work with community networks, new organisations and referral partners.
* Overseeing the delivery of diet and climate-focused cooking sessions; also linking with Hawkwood volunteering programme for all participants.
* Develop progression routes for all participants, within OrganicLea and into volunteering or paid-work elsewhere.

Information and communications

* Develop materials, workshops and course modules on climate change and food sovereignty.
* Increase the reach and impact of the project and OrganicLea’s other activities by gaining media and community exposure, including through linking with other campaigns and initiatives.
* Create a pledge campaign for people to sign up to changing diet or taking other action.
* Contribute to publicity and communications linked to events, plants and produce distribution, outreach activity including newsletters and social media.

Project coordination and monitoring

* Develop a clear project plan with measurable outcomes integrated into OrganicLea’s strategic and operational planning processes.
* Establish clear monitoring, reporting and feedback mechanisms for this project.
* Work with finance colleagues to maintain up to date project budget and grant records, and contribute to fundraising strategy.

**General Community Learning and Inclusion (CLI) team responsibilities**

This role is in the CLI team which aims to :

* Support more people to grow and eat fresh produce through formal accredited training, work experience, volunteering and community learning activities.
* Support health, well-being and reduced environmental footprint through engagement in green space; encouraging an informed and reflective relationship with food.
* Build community and challenge marginalisation.

This role will participate in CLI as an active and engaged team member, sharing the workload with peers as necessary – which could include:

* Market and promote the range of CLI opportunities to potential beneficiaries.
* Use shared data-management systems with colleagues to input learner and volunteer data to assess support and signposting needs, and for monitoring purposes.
* Be willing to take a lead or coordinate aspects of OrganicLea’s work that relate to CLI, for example organising weekend open days, submitting funding applications, representing OrganicLea at external events or meetings.

**Responsibilities associated with OrganicLea cooperative**

OrganicLea is a workers’ cooperative with all governance and management carried out by worker members employed for 3 or more days per week with OrganicLea, who are appointed as company directors. This includes to:

* Share responsibility as a Director of OrganicLea for the organisation’s governance, legal compliance and statutory responsibilities.
* 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.

**How to apply**

* Please read the above role responsibilities and person specification carefully
* Please use the separate [Application document](https://www.organiclea.org.uk/wp-content/uploads/OrganicLea-Application-form.docx) to make your application. This can also be found on the website at <https://www.organiclea.org.uk/>.

You can contact Clare Joy about the application process by email on [clare@organiclea.org.uk](mailto:sunniva@organiclea.org.uk)

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

Deadline for applications is **9am Tuesday 16 April**

Interviews are expected to take place on **Tuesday 23 April 2024.**

Start date: As soon as possible after interviews

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.