



Trainee Role Description –Grower to Grocer - 2 posts

We believe the link between horticulture and distribution to be crucial in developing a sustainable food system. Our local veg box scheme supplies over 1000 fruit and veg bags (and growing) to people in Waltham Forest. The produce comes from local organic growers and farmers, including our own 12 acre community market garden, Hawkwood, which also supplies local restaurants and our own market stalls. The Hawkwood site's emphasis is on high flavour, high value produce such as heritage tomatoes, cucumbers, beans, chillies, kales and mixed salad leaves. In 2021 we produced over 10 tonnes of produce, including 2 tonnes of salad leaves, featuring 136 different varieties of leaf.

The trainee will learn, and take on responsibilities for, the skills and activities required to harvest and prepare fresh produce, in particular for the OrganicLea box scheme, and for the gardening and packing work that completes the whole 'grow to sell' picture. You will gain an insight into supply coordination, ordering, liaising with suppliers and marketing of the business.

Details of the role

- Unpaid voluntary role
- Traineeship days: 2 one day roles Tuesday swapping to Wednesday and vice versa.
The role is a one day per week commitment, but as different days at Hawkwood have a different flavour, structure and learning objectives, it is preferable but not essential that the candidate's working day changes during the course of the traineeship. Ideally, the trainee would be available to work on a Tuesday or Wednesday for half of the year and be able to change from one day to the other for the other half. We realise this may not be possible/ practicable for every candidate, so the detail of the "day change" can be worked out prior to the role commencing.
- **Dates: Tuesday 5 April - Wednesday 14 December 2021**
- Hours: Tuesdays from 9.00am – 5.00pm or Wednesdays 9.00am - 5.00pm (with 1 alternating Wednesday/Friday evening a month for workshops and 'production walk'.)
- Based at: Hawkwood Community Plant Nursery
- Occasional weekend commitments: attend and assist with at least one Hawkwood Open Day during the year

Supported by:

- monthly check-ins with an OrganicLea mentor
- monthly discussion and learning workshop
- travel expenses, within London, if needed
- bicycle repairs and servicing whilst-you-work for cyclists
- a seasonal, vegan, organic lunch will be provided on Wednesdays

To apply please:

1. Indicate clearly which role(s) you are interested in. If you would like to apply for more than one role please list your preferred 3 in order.
2. Complete and return the OrganicLea application form and monitoring form, available on our website.

OrganicLea is a registered company limited by guarantee no. 5135926
Growing site: Hawkwood Plant Nursery, 115 Hawkwood Crescent, Chingford E4 7UH
Distribution hub/Registered office: Hornbeam Centre, 458 Hoe Street, Walthamstow, London E17 9AH
Web: www.organiclea.org.uk Email: info@organiclea.org.uk
Telephone: 020 8524 4994 (Hawkwood)

3. Send to: debbie@organiclea.org.uk or post to the Hawkwood Address for the attention of Debbie Ladds, OrganicLea, 115 Hawkwood Crescent, Chingford, E4 7UH.

Deadline for applications: 9pm on Friday 18 February 2022

Interview date: Wednesday 9 March 2022

For more information about the role, start by contacting Debbie at: debbie@organiclea.org.uk (Tuesdays and Fridays are good contact days).

Main objectives

- To assist with harvesting and preparing produce in accordance with the needs of the OrganicLea box scheme, Farm stall and other outlets
- To provide support for the vegetable production at Hawkwood
- To learn about and assist with the packing and logistics of running a box scheme
- To provide support for the volunteer programme

Main Activities

Harvesting

- Cutting/picking produce to the agreed methods, ensuring quality control
- Preparing produce according to product descriptions
- Weighing, packaging, sealing, labelling
- Assisting with pack set up, checking deliveries
- Organising and maintaining dispatch systems

Growing

- Formulating propagation media and maintaining propagation environment
- Organic weed, pest, disease and irrigation management
- Planting and maintaining glasshouse crops, field vegetables, salad leaves, green manures and companion plants
- Undertake other activities in support of OrganicLea, as appropriate

Participating in OrganicLea's weekly box scheme

- Checking deliveries, assisting with the pack set up
- Weighing, packing vegetable bags, ensuring quality control
- Sorting and logging for delivery, helping with loading vehicle, and supporting with delivery
- Support ordering and supply for the box scheme and restaurant and catering outlet partners
- Contributing to marketing and communication channels

Stalls

- Supporting to stock and maintain the Hawkwood farm stall.

Working with volunteers

- Work to ensure all volunteers on site are safe, welcomed, valued and supported
- Lead gardening and grocery tasks with volunteers

Person Specification

Essential

- Interest in sustainable food production and the desire to put that interest into practice
- Interest in learning about becoming a grower for sale, and development of a food growing business

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- Some experience of growing
- Ability to supervise and explain tasks to volunteers
- Happy to work mainly outdoors throughout the year
- Ability to carry out shared tasks and work within a team
- Ability to work on own initiative, prioritise tasks and work to deadlines
- Commitment to and understanding of the aims of OrganicLea

Desirable

- Experience of working with volunteers