**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, organic veg box scheme supplies over 600 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 2018 we produced over 10 tonnes of produce, including 2 tonnes of salad leaves, featuring 115 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: 1 two day role and 1 one day role.

\*The two day role will be a more in depth traineeship with growing, harvest, packing every week and development of holding one aspect of our stalls work. Core days are Tuesday and Wednesday - with the possibility of shifting to a Saturday as traineeship progresses.

\*The one day 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, and able to change from one day to the other from time to time. 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 26th March - Wednesday 18th December 2019**

* Hours: Tuesdays from 9.00am – 5.00pm and or Wednesdays 9.00am - 5.00pm (with later finish up to 2 Wednesday evenings a month for workshops and ‘production walk’.)
* Based at: Hawkwood Community Plant Nursery
* Occasional weekend commitments: 4 days over the traineeship to support weekend outreach events, open days and plant and produce stalls (also see above note linked to 2 day role and potential for market stall support work later in the season)

**Supported by**

* monthly check-ins with an Organiclea mentor
* monthly discussion and learning workshop
* travel expenses, within London, if needed
* A seasonal, vegan, organic lunch will be provided on Wednesdays

**To apply:**

Please send a CV or a description of your employment (and volunteering) history; and a covering letter detailing how you meet the person specification and why you want this post to volunteering@organiclea.org.uk or by post to the Hawkwood address below. For more information about this role please contact Clare at volunteering@organiclea.org.uk/020 8524 4994.

**Deadline for applications:** 10 am on Monday 11th February

**Interview date:** Tuesday 26th February

**Main objectives**

# To assist with harvesting and preparing produce in accordance with the needs of the Organiclea box scheme or 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
* Responding to requests from new and existing box scheme customers
* 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

**Farm stall**

* Supporting to stock and maintain the Hawkwood farm stall. For the two day role we would be looking for the trainee to take on additional responsibilities around stalls work with a view to developing their own role beyond the traineeship.

**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
* 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