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**Trainee Role Description**

**Herb Trainee - 1 post**

Hawkwood is OrganicLea’s 12 acre community market garden and plant nursery where we grow and distribute organic fruit and veg to our own market stalls, box scheme and local retail outlets.

Alongside the fruit and veg we also grow organic herbs which we harvest, dry and mix to make our own tea blends which we distribute for sale to our own market stalls and box scheme.

This traineeship will suit someone looking to develop their skills within the production of herbal tea blends. Working alongside the Herb Worker, the trainee will learn the skills required to harvest and dry herbs growing at Hawkwood, and mix tea blends with specific medicinal/well-being properties. They will also pick up skills associated with the Friday fruit and vegetable harvest schedule; with the maintenance of perennial herb gardens; and in the use and identification of useful wild plants.

**Details of the role**

* Unpaid voluntary role.
* Time commitment: 1 day a fortnight for 9 months.
* Dates: Friday 2nd April - Friday 17th December 2021
* Hours: Fridays from 9.00am - 5.00pm (with a later finish up to 1 alternating Wednesday/Friday evening a month for trainee workshops)
* Based at: Hawkwood Community Plant Nursery.

**Supported by:**

* monthly check-ins with an OrganicLea mentor;
* monthly trainee workshops;
* travel expenses, within London, if needed;
* a seasonal, vegan, organic lunch will be provided.

**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 Heidi at: volunteering@organiclea.org.uk

 or by post to the Hawkwood Address: Organiclea, 115 Hawkwood Crescent, Chingford, E4 7UH

 For more information about this role please contact Clare at: volunteering@organiclea.org.uk/020 8524 4994.

**Deadline for applications: 17:00 Monday 22nd February 2021**

**Interview date: Friday 5th March 2021**

**Main objectives**

· To learn about and assist with all aspects of harvesting the herb areas at Hawkwood.

· To learn about and assist with all aspects of preparing, blending and packaging herbal tea mixes at Hawkwood.

- To learn and assist with all aspects of organic pest and disease management of our herb beds.

· To assist the vegetable production team with the vegetable and flower harvest when the season requires.

· To provide support for the volunteer programme.

**Main Activities**

· Identifying and harvesting herbs and flowers from all areas of Hawkwood.

· Weighing harvested herbs and supporting the Herb Worker in recording this in the Herb Book.

- Drying the herbs and flowers in our Herb World ambient store area.

· Assisting with the development and maintenance of our Herb World ambient store to facilitate improved herb processing.

· Undertake other activities in support of OrganicLea, as appropriate.

Growing

· Assist with the harvesting of fruit, vegetables and flowers to agreed methods, ensuring quality control.

. Assist with the maintenance of perennial herb beds

· Weighing, packaging, sealing, labelling and organising despatch of produce.

Working with volunteers

· Work to ensure all volunteers on site are safe, welcomed, valued and supported.

· Lead tasks with volunteers.

**Person Specification**

Essential

· Interest in sustainable food production and the desire to put that interest into practice.

· Interest in the use of herbs and flowers.

· 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

· Some experience of growing and harvesting herbs.

· Experience of working with volunteers.