



## **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 with the option of extending it to 12 months.
- Dates: Friday 8 April - Friday 16 December 2022
- Hours: Fridays from 9.00am - 5.00pm (with a later finish up to 1 alternating Wednesday/Friday evening a month for trainee workshops)
- Occasional weekend commitments: attend and assist with at least one Hawkwood Open Day during the year
- Based at: Hawkwood Community Plant Nursery.

### **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 Fridays

### **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.
3. Send to: [debbie@organiclea.org.uk](mailto: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: Friday 11 March 2022**

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

### **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.