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**Trainee Role Description**

**Herb Trainee - 1 post**

We grow organic produce at Hawkwood, Organiclea’s 12 acre community market garden and plant nursery, and distribute it to our own market stalls, box scheme and local restaurants. In our ½ acre glasshouse we grow heritage tomatoes, cucumbers, beans, chillies and seedlings for sale to local people and community groups. In 2019 we produced over 10 tonnes of produce, including 2 tonnes of salad leaves, featuring 115 different varieties of leaf.

Alongside the fruit and vegetables, we grow organic herbs, and combine these herbs growing wild here, to with make our own tea blends to distribute 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. 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. You will also pick up skills associated with the Friday fruit and vegetable harvest schedule; with maintenance of perennial herb gardens; and the uses and identification of useful wild plants.

**Details of the role**

* Unpaid voluntary role.
* Time commitment: 1 day/fortnight for 9 months.
* Dates: Friday 6th March - Friday 11th December 2020
* Hours: Fridays from 9.00am - 5.00pm (with later finish up to 1 Wednesday evening a month for workshops and ‘production walk’.)
* Based at: Hawkwood Community Plant Nursery.
* Occasional weekend commitments: 2 days over the traineeship to support weekend open days.

**Supported by:**

* monthly check-ins with an OrganicLea mentor;
* monthly discussion and learning workshops;
* travel expenses, within London, if needed.

**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 Monday 17th February**

**Interview date: Friday 27th February**

**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 with the vegetable and flower harvest and with the vegetable production 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 team in recording this in the Herb Book.

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

· Assisting with development and maintenance of the 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.