

# Trainee Role Description – Herb, seeds and production trainee – 1 role



Hawkwood is OrganicLea's 12 acre community market garden and plant nursery where we grow and sell organic fruit and vegetables to our box scheme, local retail outlets and our onsite Farm Stall. Alongside the fruit and vegetables, we grow organic herbs and flowers which we harvest, dry and mix to make our own tea blends and which we distribute for sale to our Farm Stall and box scheme. We also have a yearly seed saving programme to support our vegetable production.

This traineeship will suit someone looking to develop their skills as a sustainable grower in a community market garden setting while developing their skills in the areas of production of herbal tea blends, seed saving techniques and any growing skills which support this. You will be part of the Production team on a Friday so will also be part of the morning harvest from 9 to 11am where you can develop those skills associated with harvesting fruit and vegetables according to our harvest schedule. This includes working with and supporting volunteers to achieve these aims.

## Details of the role

- Unpaid voluntary role.
- Time commitment: 1 day a week (Friday) for 9 months.
- Duration: Friday 10 April to Friday 18 December 2026
- Hours: Hawkwood - 9am to 5pm
- Based at: Hawkwood Community Plant Nursery E4 7UH
- We invite all trainees to help out at one of our seasonal Open Sundays that take place on Sunday 26 April, Sunday 31 May and Sunday 27 September.

## Supported by:

- monthly check-ins with an OrganicLea mentor
- 4 Learning workshops with other trainees and mentors designed to achieve an AQA certificate 'Supporting Volunteers in a Community Setting'.
- a guided visit to another organic farm site or project.
- general volunteer monthly summer-time topic tutorials which happen over several months in the summer (Wednesday/Friday) at the end of the working day
- travel expenses, within London, when requested
- bicycle repairs and servicing while-you-work for cyclists
- a seasonal, vegan lunch on Wednesdays and Fridays
- fruit and veg box scheme membership at discount, farm stall discount

## To apply please:

1. Complete and return the OrganicLea application form and monitoring form, available on our website. (Support available for people with additional needs is described at the beginning of the form.)
2. Indicate clearly which role(s) you are interested in (expressing preference for Wednesday or Friday with this role). If you would like to apply for more than one role please list your preferred 2 or 3 in order.
3. Send to: [elise@organiclea.org.uk](mailto:elise@organiclea.org.uk) or post to the following address: Elise Yarde, OrganicLea, 115 Hawkwood Crescent, Chingford, E4 7UH.

If we ask you to join us for an interview to discuss your application, we'll provide information about what we'll talk about in advance of sitting down with you.

## Deadline for applications: Midnight of Monday 9 February

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](http://www.organiclea.org.uk) Email: [info@organiclea.org.uk](mailto:info@organiclea.org.uk)

Telephone: 020 8524 4994 (Hawkwood)

## **Interview date/s: Friday 27 February at the Hawkwood site**

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

**Come and find out more about all the traineeships: Some members of OrganicLea Coop will host an open afternoon from 4-6pm on Wednesday 4 February at the Hawkwood site. This is an opportunity for questions from anyone wishing to find out more about any of the traineeships and visit the site to understand transport links / viability. Email [elise@organiclea.org.uk](mailto:elise@organiclea.org.uk) to let us know you plan to come to this. The event will start with a guided site tour and a more formal presentation at 5pm.**

### **Main objectives**

- To work alongside and support the Herb Worker in running Hawkwood Herbs.
- To learn about and assist with the harvesting, drying, preparing, mixing and packaging of our herbal teas.
- To work alongside and support the Production team with our seed saving plan.
- To learn about and assist with techniques involved in seed saving and storage.
- To work alongside and support the Production team with our seasonal vegetable and fruit harvests.
- To undertake any Production tasks which will support our herb work or seed saving, as well as any other seasonal Production tasks required.

### **Main Activities at Hawkwood (Fridays)**

- Assist with the 9 to 11am harvest of fruit, vegetables and flowers to agreed methods.
- Identify and harvest herbs and flowers.
- Weigh harvested herbs and support the Herb Worker in recording this in the Herb Book.
- Dry and process herbs and flowers in our Herb World space.
- Ensure our Farm Stall is well stocked with our herb tea blends.
- Support volunteers in tasks associated with our herb tea production, including harvesting and processing and packaging.
- Learn about and carry out seed saving techniques for those crops on our seed schedule.
- Support Production with any tasks connected to our seed saving programme or general Production schedule.
- Opportunity to lead tasks with volunteers.

### **Person Specification**

#### **Essential**

- Interest in sustainable food production and the desire to put that into practice.
- Interest in the use of herbs and flowers.
- Interest and understanding of the importance of seed saving.
- Some practical experience or commitment to the growing and harvesting of herbs and flowers.
- Some practical experience or commitment to saving seeds.
- Ability to explain tasks to volunteers and other team members.
- Happy to work mainly outdoors throughout the year in all weather.