**Trainee Role Description - Infrastructure**

We grow organic produce at Hawkwood, our 12 acre community market garden and plant nursery, and distribute it to our own market stalls, box scheme and local restaurants. This role will be focused on the site management aspects required to maintain and develop Hawkwood plant nursery and will also play a supporting role in the harvesting and growing of vegetables and plants.

This year is going to be exciting as we are doing some significant building works on our site; the traineeship will run alongside and be integrated into these works and so will be in a great position from which to see the different elements of a large scale Hawkwood construction project.

This traineeship will suit someone wanting to learn a broad range of practical skills which are needed in site maintenance and large scale garden management, who is happy working on their own for a lot of the time, and with volunteers at other times. The trainee will be able to focus in on the aspects of the work which appeal most to them.

**Details of the role**

* Unpaid voluntary role
* Time commitment: 1 day/week for 9 months
* Dates: Friday 7th April - Friday 15th December 2017
* Hours: Fridays from 9.00am –5.00pm
* 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
* Supported by: training workshops one evening per month and monthly check-ins with an Organiclea mentor

# **Main objectives**

* To learn about and assist with aspects of site maintenance at Hawkwood
* To learn about and assist with propagation in the glasshouses
* To learn about and assist with planting and maintaining the vegetable growing areas of the Hawkwood site
* To learn about and support with harvesting
* To provide support for the volunteer programme

**Main Activities**

**Infrastructure**

# To take on specific tasks related to the sites infrastructure needs, both inside the building and on the hard standing. (e.g., renovation of the building, furniture building and design work).

# Safe and proficient use of site machinery, needed for soft landscaping. Including, strimmer, mower and two wheeled tractor.

# To safely use the workshop tools unassisted and assist with building projects that requires their use. This will included most basic carpentry tools as well as some metal working equipment.

# Help and understand the specifics of glass house maintenance, including cleaning, safe working at height and replacement of broken glass pains.

**Growing**

* Formulating propagation media
* Raising plants from seed
* Irrigation
* Planting and maintaining glasshouse crops, field vegetables, salad leaves, green manures and companion plants
* Organic weed, pest and disease management
* Harvesting schedules and techniques
* Undertake other activities in support of Organiclea, as appropriate

**Harvesting**

* Cutting/picking produce to the agreed methods, ensuring quality control
* Preparing produce according to ‘product descriptions’
* Weighing, packaging, sealing, labelling and organising dispatch

**Working with volunteers**

* Work to ensure all volunteers on site are safe, welcomed, valued and supported
* Lead tasks with volunteers

**Person Specification**

## **Essential**

* Readiness to engage with physical tasks
* Willingness and ability to work on one’s own
* Some experience of construction work
* Interest in sustainable food production and the desire to put that interest into practice
* Some experience of growing
* Commitment to getting a job done
* 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