



Trainee Role Description - Infrastructure and Production- 1 post

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, Community Supported Agriculture (CSA) 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 traineeship will suit someone wanting to learn a broad range of practical skills which are needed in site development and large scale garden management at community sites. You should be happy working independently, with the Organiclea Infrastructure Workers, and with volunteers. The trainee will be able to focus in on the aspects of the work which appeal most to him/her/them.

Details of the role

- Unpaid voluntary role
- Time commitment: 1 day/week for 9 months
- **Dates: Friday 10 April - Friday 18 December 2026**
- Hours: Fridays from 9.00am –5.00pm
- Based at: Hawkwood Community Plant Nursery
- We invite all trainees to help out at one of our seasonal Open Sundays that take place throughout the year.

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. If you would like to apply for more than one role please list your preferred 3 in order.

3. Send to: elise@organiclea.org.uk or post to the Hawkwood address for the attention of Elise Yarde, OrganicLea, 115 Hawkwood Crescent, Chingford, E4 7UH.

If we ask you to meet with us about 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 2026

Interview date: Friday 27 February 2026

For more information about the role, start by contacting Elise at: elise@organiclea.org.uk

The Community Learning and Inclusion (CLI) team, has an open afternoon from 4-6:00pm 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 to let us know you plan to come to this.

Main objectives

- To learn about and assist with aspects of site maintenance and development at Hawkwood
- To learn about and assist with maintenance of the glasshouse
- To learn about and assist with maintaining the productive areas of the Hawkwood site
- To learn about and support harvesting

Main Activities

Infrastructure

- Take on specific tasks related to the site's infrastructure needs, both inside the building and on the hard standing. (e.g., renovation of the building, furniture building, and design work).
- Safely use site machinery, needed for soft landscaping, including, strimmer, mower, two wheeled tractor, and farm tractor.
- Safely use the workshop tools unassisted, and assist with building projects that requires their use. This will included most woodworking tools as well as some metal working equipment.
- Help and understand the specifics of glasshouse maintenance, including cleaning, safe working at height, and replacement of broken framework and glass panes.

Growing

- Maintain irrigation systems
- Fabricate and erect crop protection
- Undertake other activities in support of growing crops, as appropriate

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 Email: info@organiclea.org.uk

Telephone: 020 8524 4994 (Hawkwood)

Harvesting (9-10:30 every Friday)

- Cut/pick produce to the agreed methods, ensuring quality control
- Prepare produce according to 'product descriptions'
- Weigh, pack, seal, label and organise dispatch

Working with volunteers

- Work to ensure all volunteers on site are safe, welcomed, valued and supported
- Support tasks that involve working with volunteers

Person Specification**Essential**

- Readiness to engage with physical tasks with a commitment to getting a job done
- Willingness and ability to work on one's own
- Some experience of construction or DIY work
- Interest in sustainable food production and the desire to put that interest into practice
- Interest in developing an ability to support and explain tasks to volunteers
- Happy to work mainly outdoors throughout the year
- Ability to carry out shared tasks and work within a team
- Commitment to, and understanding of, the diverse communities of Waltham Forest/ London