### logo-bw small.tif9 month maternity cover for Transport and Delivery Coordinator week starting 20th Jan to 28th Oct 2020 (TBC)

### Part time: 1.5 to 2 days per week on Mondays and Wednesdays, plus access to additional unpaid co-op interractions. 9 month contract with possibililty of extension, subject to job review after 3 months.

Application deadline is 5pm on the 8th of January, interviews morning of the 14th Jan, induction starting Monday 20th of January. Please see application form attached.

### Salary: £24,374 pro rata

### Based at: Hawkwood Community Plant Nursery and Hornbeam Environment Centre

### Responsible to: OrganicLea workers’ co-op

### OrganicLea is a workers’ co-operative whose activities are managed by its members. As well as specific paid or voluntary responsibilities, members take on responsibility for the running of OrganicLea as an organisation and community interest company.

### This role is part of OrganicLea’s Distribution Node. The Distribution Node manages OrganicLea's work to sell products on a wholesale and retail basis and includes our Veg box scheme and weekly stalls. Products are primarily fresh plus some processed produce, drinks and occasional sundries, both created by OrganicLea and bought in for resale.

### General Co-op interactions

### While this not a co-op membership role, the person taking on this role is welcome and invited to:

* Participate in Wednesday morning meetings, general Co-op meetings and work teams of the cooperative and observe the processes of consensus decision-making within the cooperative
* Monitor and mitigate financial, health and safety and other risks within their area of responsibility with support and guidance from Distribution Node
* Participate in the development of OrganicLea as a workers’ cooperative organisation, including contributing to the development of other related projects within the cooperative
* Work together with other Co-op members and volunteers according to co-operative and permaculture principles

**Transport and pick up point coordination**

*MONDAYS:*

* Be point of contact for transport logistics across the coop
* Coordination distribution deliveries for box scheme, restaurants, stalls
* Delivery set up - liaising with colleagues for final figures for box pack, modifying and collating documents for Wednesday delivery, fruit names and sort sheets
* Liaise with ZED, our e-bike couriers, re: box scheme and restaurant deliveries
* Oversee maintenance of existing pickup points, and in liaison with box scheme coordinator and pick-up point development worker, plan, install and augment new pick-up points, including the building or commissioning of new pickup point cupboards
* Troubleshooting any issues that come up with delivery and pick-up points
* Be point of contact for delivery drivers
* Look after and ensure tax, MOT, electric charging points, parking permits of electric van
* Work on pick up point strategy to meet growth projections

*WEDNESDAYS:*

* Set up sort space on Wednesday morning and sort, stack and load bags into crates for delivery to pick-up points (9.30am – 1pm)
* Fill in gaps in the pack as needed if you are not too busy on sort
* Liaising with outsourced delivery service ZED Waltham Forest. Includes responding to emergencies, monitoring the deliveries on WhatsApp, and making contingency arrangements as needed

**Distribution Team Member duties**

* Attend bi-weekly distribution teams at Hornbeam Centre
* Covering colleagues work as needed and appropriate (additional hours)

**Person Specification**

**Skills, experience and commitment for all role areas:**

* Strong administrative and logistics skills
* Good strategic thinking skills
* Experience of working in a local community project or co-operative organisation, or of running an enterprise
* High level of computer literacy including confidence with spreadsheets
* Ability to work well with a wide range of people, including supporting volunteers
* Ability to troubleshoot and deal with challenges in a creative, friendly and professional manner
* An ability to work under own supervision, to manage and prioritise own workload and to meet deadlines, but also to work as part of a team in a cooperative and sensitive manner
* Commitment to OrganicLea’s vision of a sustainable food system
* Ability to work with power tools and to design and construct simple sturdy shed-like structures for our pick-up points
* Confidence in simple repairs, replacing hinges, doors, locks and fixing roofs etc

**Additional skills and experience for transport**

* Full driving licence
* Confidence in driving a van
* Cyclist and willing to cycle with a trailer
* Ability to efficiently carry out box pack and delivery tasks which can include heavy lifting and reaching and bending