**OrganicLea Produce Co-ordinator & Comms (maternity leave cover)**

* Do you share a passion for developing and delivering a sustainable community food enterprise?
* Can you combine strategic development with day to day operational delivery?
* Are you enthusiastic about helping others to eat more seasonal produce?
* Are you excited by spreadsheets and strategy as well as produce and people?

OrganicLea’s distribution work is growing rapidly but sustainably. Our own food production has increased significantly and we now supply Waltham Forest with over 1,000 fruit and veg boxes each week. As well as supplying our own produce, we help build markets and livelihoods for farmers and local growers, and link this work with our training and volunteering programmes, part of our mission to reimagine an equitable food system.

The responsibilities and the skills and qualities we are seeking are set out below.

**The detail:**

• This is a 3 days per week role – fixed core days are Tuesdays and Wednesdays, with one day to be worked flexibly across Mondays and Thursdays. There may be occasional work outside these hours.

• Salary: £25,480 per annum pro rata (based on a 35 hour week)

• Contract length: This is a temporary contract fixed at 12 months, to cover maternity leave. It is possible, though not guaranteed, that there may be opportunities for extension.

• Responsible to: OrganicLea Workers’ Cooperative

• Location: Tuesdays and Wednesdays to be worked at Hawkwood Community Plant Nursery; other hours may be worked remotely, at Hawkwood or at our office at the Hornbeam Centre in Walthamstow.

• Start date: Preferably by 8 November to enable handover period. Successful appointment to the role will be subject to satisfactory references and will require a Disclosure and Barring service disclosure.

We are an equal opportunities employer. We particularly welcome applications from people who are from Black and Minoritised communities, have disabilities, are LGBTQIA+ or don’t have university degrees, as they are under-represented in our sector.

**Job description**

**Produce coordination**

* Overseeing distribution of all produce we grow on site to our box scheme, farm stall and a number of restaurants and shops across east London.
* Maintaining and developing relationships with chefs, restaurants and cafés.
* Working with production team to crop plan effectively and set sales targets and budgets, and ensure all produce grown at Hawkwood site is harvested, packed and delivered well.
* Order produce for the box scheme, using Excel and relationships with suppliers to ensure interesting, varied and delicious seasonal fruit and veg bags each week, while staying within a weekly budget.
* Communicating with customers via weekly newsletter (Mailchimp) relevant produce information, updates and useful recipes
* Regularly check and take appropriate actions from feedback from customers leaving box scheme
* Responsible for maintaining internal records of harvest yields and records of invoices and statements to outlets (internal and external).
* Working with production team to monitor and set prices for produce in line with market.
* Mentoring and maintaining relationships with local growers and Farm Start growers to ensure high quality produce for box scheme.
* Making site visits where necessary
* Working within the distribution team to ensure smooth running of box scheme, including ensuring all produce is of good quality, packaged and arrives to veg pack in good condition.
* Maintaining coldstore, ensuring effective and efficient use.
* Update box scheme Welcome Pack when needed
* Monitor emails from customers and respond to queries/problems as necessary, using our box scheme CMS

**Distribution Strategy**

* Develop an overview for OrganicLea’s distribution enterprise work across our box scheme, farm stall, shop/restaurant sales and training work. Work as part of the team to ensure the success of OrganicLea’s enterprise work both short term and long term.
* Developing and proposing future plans for meeting the produce needs and growth of OrganicLea’s veg box scheme and other distribution channels.
* In conjunction with colleagues, undertake regular review and evaluation of OrganicLea’s distribution systems to ensure they are as effective as possible from the perspective of OrganicLea, our customers and our farmer/grower partners.
* Setting annual produce sales targets working with Hawkwood’s production team.
* Working with distribution team colleagues to ensure annual targets, budgets and forecasts are coherent and planned across our distribution work.
* Maintain a presence within the network of Better Food Traders, skill sharing and information sharing and taking part in their meetings and discussions, particularly those for produce buyers

**Communications**

* Maintain OrganicLea’s social media presence, keeping abreast of relevant local and national food and environmental issues and interacting with our network of fellow food traders
* Use Wordpress to help maintain and update OrganicLea’s website with relevant news and events
* Sending out emails to lists regarding OrganicLea events
* Create engaging content that promotes our programmes and box scheme while raising awareness of food sovereignty issues and seasonality
* Share updates about OrganicLea’s work at Hawkwood and in the wider community
* Respond to messages and enquiries that come in via social media

OrganicLea is a workers’ co-operative whose activities are managed by its members. As well as specific role responsibilities, we share responsibility for the running of OrganicLea as an organisation and limited company.

**General Co-op Responsibilities:**

OrganicLea is a workers’ co-operative (currently 24 coop members in paid contracted roles) whose activities are managed by its members. As this is a maternity cover role we are not looking to recruit a new co-op member into this post. However, we are looking for someone who will work together with other Co-op members and volunteers according to co-operative and permaculture principles (For more information on these principles, see our website).

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

**Person Specification**

**Knowledge and experience:**

* Experience of running and growing an enterprise, or practical involvement in a local community project
* Experience of promoting and working with local food products
* Knowledge of ways of working which promote participation and inclusion, and how this relates to different groups.
* Practical experience of organic horticulture where trade is a component part.
* Experience of working with and supporting volunteers.
* Experience of record keeping using spreadsheets.
* Experience and commitment to working within co-operative structure or co-operative ideals.
* Knowledge of local ‘marketing’ opportunities in the London Borough of Waltham Forest and surrounding Boroughs such as Redbridge and Enfield (or willingness to learn).

**Skills and Abilities:**

* Think and work strategically, including beyond the day to day work area, with strong decision-making skills.
* Ability to prioritise and keep a calm head in a fast-paced environment, working to strict deadlines.
* Grow an enterprise with a flair for logistics and creative troubleshooting.
* High level of computer literacy including confidence with databases and spreadsheets.
* Strong financial skills.
* Work on own initiative and as part of a team, with a good understanding of consensus decision-making processes.
* Ability to manage personal work plans and support others' work.
* Make communications flow to those who need to know.
* Deal with complaints and challenges in a creative, friendly and professional manner.