

**Adult Learning Worker**

**(three days a week with potential to expand)**

**Introduction**

We are looking for an Adult Learning Worker to join our Cooperative in our Community Learning and Inclusion team at OrganicLea. We have direct claims status with both City and Guilds and the National Open College Network which means we deliver Level 1 and Level 2 horticulture qualifications for adults at our market garden and in community settings. We offer these courses to fee payers and those who are unemployed or economically inactive. In order to secure funding for this work we have several Adult Education contracts which come with specific paperwork requirements and we need a member of our team with an eye for detail and compliance to ensure we can get this paperwork correct for each learner.

This role sits within the Community Learning and Inclusion (CLI) team where we put people at the centre of all we do. This team have skills in project coordination, compliance and paperwork, progression support, community partnership work, formal and informal adult education and training across ages and abilities, mental health awareness and a strong track record of spotting opportunities and making things happen. This team works closely together, sharing responsibilities to bring people and plants together.

We aim to:

* Support more people to grow food through formal accredited training, work experience, volunteering and community learning activities.
* Support health and well-being through engagement in green space; encouraging an informed and reflective relationship with food.
* Build community and challenge marginalisation.

All of this is linked with our enterprise and market gardening work as part of our mission to reimagine an equitable food system. If you have a passion for horticulture, for helping people learn and realise their potential in an outdoor work-based setting and are excited by the development of Hawkwood as a place for food growing alongside adult education, then we want to hear from you.

More detailed person specification linking to skills and qualities we are seeking are set out below. And for us, experience of working with people is more important than formal education. So if you do not meet all the skills and experience listed in the person specification, but feel you are the right person for this work, you are encouraged to apply.

**The detail:**

**Hours:** The role is for three days per week (which must include Tuesdays)

**Salary:** £27,664 per annum pro rata (based on a 35 hour week)

**Contract length:** permanent contract subject to a 7 month probationary period

**Responsible to:** OrganicLea Workers’ Cooperative

**Location:** Hawkwood Nursery in Chingford, with some meetings and events at other venues in Waltham Forest or neighbouring boroughs

Successful appointment to the role will be subject to satisfactory references and will require proof of eligibility to work in the UK, self-declaration of unspent convictions and an enhanced Disclosure and Barring service (DBS) check.

OrganicLea is committed to equity and representation, and we particularly welcome applications from people who are from Black and Minoritised communities, have disabilities, are LGBTQIA+ or don’t have university degrees, so as to better reflect the communities in which we live and work.

We are a Disability Confident Committed employer. We are happy to make appropriate reasonable adjustments during the interview stage and to our workplace if selected. Please use the application form to let us know if this is relevant to you (you do not need to share any details about your disability at this stage). If you meet the minimum requirements for the role we will offer a guaranteed interview.

We seek to offer an open and supportive workplace which supports colleagues’ mental health and wellbeing. We are committed to ensuring that colleagues feel able to disclose any mental health conditions and to supporting them and offering reasonable adjustments when required.

**How to apply**

Please read the job description and person specification below carefully, and complete the application form which is at the end of the document or you can downloand separately [here](https://www.dropbox.com/s/iaecvlhj5ak71wf/APPLICATION%20FORM%20-%20Adult%20Learning%20Worker.docx?dl=0). We also ask that you complete an equal opportunities monitoring form online [here](https://forms.gle/tuVESk3VdXhnxAnW6).

For more information about the role or questions about the application process you can contact Debbie Ladds or Danielle Ahmet by email on [debbie@organiclea.org.uk](mailto:debbie@organiclea.org.uk) or [danielle@organiclea.org.uk](mailto:danielle@organiclea.org.uk). **Please send your completed application to** [**debbie@organiclea.org.uk**](mailto:debbie@organiclea.org.uk)

**Deadline for applications is 6pm on Thursday 12 January 2023.** Interviews are to take place on Monday 16 January 2023.

**Start date:** As soon as possible and ideally by mid-February 2023

**Adult Learning Worker**

**Job Description**

**Responsibilities**

**The primary focus for this role is linked to the compliance and administration of OrganicLea’s Adult Learning contract(s)**

* Manage inbound enquiries via courses@ inbox.
* Coordinate enrolment sessions and paperwork for learners with team support.
* Ensure contract and centre paperwork is completed for all learners.
* Work with compliance departments of LLC & Groundwork (two organisations we currently have funding from for adult learning).
* Lead on origination, progression tracking and reporting of learners including writing case studies.
* Ensure contract(s)/grants are managed in a beneficial way to learners and to OrganicLea, and within the ethos of OrganicLea’s way of working.
* Provide paperwork and administration support to adult learning, including to tutors when needed and ensure achievement certificates reach graduates.
* Process centre paperwork to ensure that we are holding accurate records and effective impact monitoring data.
* Contract Management: Manage the ESFA grant from Groundwork
* Accrediting Bodies: NOCN course administration, AQA administration and support colleague with City and Guilds administration.
* Contribute as an active member of the adult learning team including attending occasional outreach events to promote opportunities.
* Ensure that own CPD is up to date and compliant with the requirements of our contracts and best practice responsibilities.

**General team Community Learning and Inclusion (CLI) responsibilities**

Participate in CLI as an active and engaged team member, sharing the workload with peers as necessary – which could include:

* Market and promote the range of CLI opportunities to potential beneficiaries.
* Support the management of specific grants or contracts as required, and the monitoring and reporting on behalf of OrganicLea.
* Contribute to fundraising and delivery planning across CLI work.
* Use shared data-management systems with colleagues to input learner and volunteer data for recording, monitoring and reporting purposes.
* Produce reports of impact for funders, partners and internal use.

**Responsibilities associated with OrganicLea cooperative**

OrganicLea is a workers’ cooperative with all governance and management carried out by worker members employed for 3 or more days per week with OrganicLea, who are appointed as company directors. This includes to:

* Share responsibility as a Director of OrganicLea for the organisation’s governance, legal compliance and statutory responsibilities.
* Participate in General Meetings and work teams of the cooperative and support the processes of consensus decision-making within the cooperative.
* All workers are required to monitor and mitigate financial, health and safety and other risks within their area of responsibility.
* Share responsibility for peer appraisal and support, facilitating meetings, minute-taking, and other organisation-wide tasks.
* 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. (For more information on these principles, see our website.)

Members are expected to abide by the Secondary Rules and policies of OrganicLea, work considerately and respectfully with all, and be willing to undergo training as deemed appropriate by the Co-op. Full members are normally appointed as Directors of OrganicLea. Whilst these are strong commitments, our cooperative structure also offers a strong sense of community, a beautiful work environment, shared lunchtimes, flexibility in work styles and hours, and the opportunity to do meaningful and rewarding work that helps people and the environment in very real and direct ways.

**Person Specification**

We are looking for the following experience, skills and commitment but if you do not meet all the skills and experience listed in the person specification, but feel you are the right person for this work, you are encouraged to apply.

**Essential**

***Experience and skills***

* Previous experience in a role that demonstrates passion and a commitment to working with people.
* Strong administrative, compliance and logistics skills.
* Demonstrable project coordination/management skills - strong and flexible organisational skills.
* Experience of working with a lead partner in a contract relationship.
* Good understanding and experience of food growing and the benefits this can bring to individuals.
* Experience of working with diverse beneficiary groups.
* Skills to make communications flow to those who need to know.

***Abilities***

* Ability to work flexibly, managing multiple demands and responding to shifting circumstances.
* Ability to enthuse and support people to grow food outdoors in all weathers.
* Able to troubleshoot and deal with challenges in a creative, friendly and professional manner
* Ability to hold vision and long-term strategic planning – with examples of innovative project outcomes working alongside marginalised communities.
* Strong ability to work under own supervision, to manage and prioritise own workload and to meet deadlines, but also work as part of a team in a cooperative and sensitive manner.
* Ability to work with a range of people with sensitivity and empathy.

***Commitment***

* Commitment to working within a cooperative structure and decision making rooted in consensus.
* Commitment to community empowerment, especially in diverse urban communities.
* Commitment to environmental sustainability in all aspects of the work and to OrganicLea’s vision of a sustainable food system.
* Willing to be DBS checked.
* Willing to work outdoors throughout the year and to encourage others to do the same.
* Commitment to communicating clearly and sensitively and to always learning how to better this – for example active listening and collaborative work.

**Desirable**

* Experience (or understanding) of cooperatives / non-hierarchical organisations
* Knowledge of learning aim funding drawdown, learning aim database resource and AEB eligibility rules.
* Knowledge of qualification frameworks and types in horticulture.

December 2022

Application form below.

**OrganicLea Recruitment - Application Form**

**1. Contact details**

Name:

Address:

Email:

Telephone:

**2. Your interest in this role**

Please write a brief statement explaining why you are interested in this role including:

a) what experience and skills you can bring to the role, including how you meet the person specification;

b) why you are interested in becoming a member of OrganicLea workers’ co-operative.

Please write a maximum of 1000 words.

**3. Your work history**

Please provide details of your paid and unpaid work history, including the month/year you started and finished each role, and the key responsibilities in it. You can copy this from your CV if you wish.

**4. Your training and education**

Please provide details of any relevant training or education including dates and qualifications achieved. You can copy this from your CV if you wish.

**5. Equal Opportunity Monitoring Form**

Please complete our online monitoring form which you can access [here](https://forms.gle/tuVESk3VdXhnxAnW6). The information you provide will be kept completely separate from the recruitment process, but will enable us to review our recruitment and monitor whether we are meeting our commitments to improve equity and representation in our co-operative.

**6. Disability Confident - adjustments to interview and guaranteed interviews**

We are committed to becoming a fully Disability Confident employer. Please let us know if you have a disability, consider that you meet the essential criteria for the role and would like a guaranteed interview. Please also advise of any reasonable adjustments you require during the recruitment process. You do not need to provide any details of your disability at this stage. If you prefer to have a telephone conversation about this rather than putting details on the form, please simply provide a contact number here.

**Other information we will request for successful candidates**

Depending on the role we are recruiting for, we may need to ask for information on any unspent convictions, or to make a job offer conditional on an enhanced disclosure and barring check if the role involves working with children or vulnerable adults, or teaching. This will be made clear in the job application pack. We have a commitment to rehabilitation and any convictions disclosed will be considered on a case by case basis.

If you are offered a position it will be an offer subject to references, so we will ask you to provide the name and contact details of two referees.

**Data Protection**

OrganicLea takes care to ensure that we use your information in accordance with all applicable laws concerning the protection of personal information. Please see more details at <https://www.organiclea.org.uk/about/privacy-notice/>

**Please send your completed form to:** [**debbie@organiclea.org.uk**](mailto:debbie@organiclea.org.uk) **no later than 6pm, Thursday 12 January 2023.**