****

**Horticulture Tutor**

**(average of three days a week across the year)**

**Introduction**

We are looking for a horticulture tutor to join our Coop and the Community Learning and Inclusion team at OrganicLea. Our adult learning is rooted in OrganicLea’s training, engagement, health and wellbeing and volunteering. The Community Learning and Inclusion team puts people at the centre of all we do. This team have skills in project coordination, progression support, community partnership work, formal and informal adult education and training across ages and abilities, 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 in a work based setting and are excited by the opportunities adult education can provide, then we want to hear from you. In addition you need an ability and commitment to join our workers’ cooperative which means all governance and management of OrganicLea is carried out by worker members employed for 3 or more days per week, who are appointed as company directors. So you need to be willing to share responsibility as a Director of OrganicLea for the organisation’s governance, legal compliance and statutory responsibilities as well as playing an active role in these different aspects of our organisation.

More detailed tasks and responsibilities, and the 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 (on average throughout the year), to include running some courses on Saturdays during the year. On some weeks you will work more than three days and this will be balanced with some weeks when you will work less than three days. So you need to be flexible.

**Salary:** £25,990 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 courses run 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 this document or you can download separately [here](https://www.dropbox.com/s/8ydu0rmvk53losm/APPLICATION%20FORM%20-%20Horticulture%20Tutor.docx?dl=0). We also ask that you complete an equal opportunities monitoring form online [here](https://forms.gle/HFFu6QSwXRwNqDVn9).

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

**Deadline for applications is 6pm on Monday 13 June 2022.** Interviews are to take place on Tuesday 5 July 2022.

**Start date:** As soon as possible and ideally by mid-August 2022 for September course starts.

**Horticulture Tutor**

**Job Description**

**Responsibilities**

**The primary focus for this role is linked to Horticulture Tutor responsibilities**

Plan, prepare, deliver and evaluate L1 and L2 accredited courses as agreed with the team – which will include some weekend delivery.

* Liaise with the appropriate Production Worker to ensure any practical learning meets the requirements of the curriculum, the garden and the site.
* Monitor and evaluate courses and provide feedback to the OrganicLea Adult Learning Team, and participate fully in standardisation and Internal Quality Assurance processes.
* Assist with outreach, recruitment and enrolment to courses.
* Attend Adult Learning Team meetings and participate in the management and development of the team's work.
* To support own continuing professional development work alongside Production team horticulturalists at Hawkwood on average half a day a week spread over the year – working with general participants in the gardens.

**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.
* 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.
* Be willing to take a lead or coordinate some aspects of OrganicLea’s work outside of CLI, for example organising weekend open days, submitting funding applications, representing OrganicLea at external events or meetings.

**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**

***Knowledge and Experience***

* Experience of developing and delivering education and training to adults from diverse backgrounds.
* Teaching qualification (or willingness to complete the Award in Education and Training very quickly - backed up by significant experience of delivering training to adults).
* Experience of mentoring and supporting people to define and set progress towards learning and personal goals.
* Experience of working in community sector, statutory or public roles.
* Excellent understanding and experience of food growing.
* Horticultural qualification and significant practice-based experience in horticulture.
* Previous experience in a role that demonstrates passion and a commitment to working with people.

***Skills and Abilities***

* Strong organisational skills with an 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 collaborate and develop this aspect of our work strategically, taking initiative to implement new approaches.
* Demonstrable ability to work with a range of learners with sensitivity and empathy.
* Computer literacy.
* Ability to work flexibly, managing multiple demands and responding to shifting circumstances.

***Commitment***

* Commitment to working within a cooperative structure and decision making rooted in consensus.
* Commitment to run weekend courses throughout the academic year.
* Commitment to community empowerment, especially in diverse urban communities.
* Commitment to environmental sustainability in all aspects of the work.
* 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 of delivering accredited courses (Level 1 and 2 City and Guilds).
* Knowledge of accredited courses and experience of developing courses to meet outcome requirements.
* Knowledge of awarding body quality and administration requirements.
* Experience of working with a lead partner in a contract relationship.
* Experience (or understanding) of cooperatives / non-hierarchical organisations.

May 2022

**Horticulture Tutor - 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/HFFu6QSwXRwNqDVn9). 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, Monday 13 June.**