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**Supported Activities Worker**

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

**Introduction**

We are looking for a Supported Activities Worker to join our Cooperative in the Community Learning and Inclusion team at OrganicLea. The Community Learning and Inclusion (CLI) 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, 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 recover 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 recovery and green space connection, 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 (which must include Wednesdays and Fridays)

**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 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/jump4iu2auz4yji/APPLICATION%20FORM%20-%20Supported%20Activities.docx?dl=0). We also ask that you complete an equal opportunities monitoring form online [here](https://forms.gle/A7UvdCTLywpe9piQ9%22%20%5Ct%20%22_blank).

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** **clare@organiclea.org.uk**

**Deadline for applications is 6pm on Monday 13 June 2022.** Interviews are to take place on Tuesday 21 June 2022.

**Start date:** As soon as possible and ideally by mid-August 2022

**Supported Activities Worker**

**Job Description**

**Responsibilities**

**The primary focus for this role is linked to Supporting Activities that create accessible pathways for participants presenting with range of additional needs:**

* Development of OrganicLea’s supported volunteering programme to enable those with additional needs to benefit from what OrganicLea has to offer.
* Oversight of OrganicLea's buddy scheme which trains placement mentors to act as buddies for other volunteers.
* Ensure all referred volunteers and those presenting with neuro-diversity are well supported in roles that contribute meaningfully to OrganicLea’s aims.
* Develop and maintain referral partnerships with health and other statutory referral organisations linked to volunteering, social prescribing and training opportunities at Hawkwood, especially for those with neuro-diversity or ill mental health.
* Instigate and support funding applications for OrganicLea’s volunteering and supported volunteering work and work flexibly to use skills/experience to meet these funder and contract requirements. At present this includes representing OrganicLea in the social prescribing partnership and developing opportunities linked to individual Care Plan income.
* Participate in the development of Hawkwood as a place for recovery and green space connection, including beyond the market garden and further training opportunities.
* Improve and implement processes that enable OrganicLea to gather data from individuals to assess potential for development, support and signposting needs.

**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**

***Experience and skills***

* Previous experience in a role that demonstrates passion and a commitment to working with people.
* Demonstrable project coordination/management skills - strong and flexible organisational skills.
* Experience in a case work role in the public, community or voluntary sector.
* At least 1 year’s paid experience of working with vulnerable adults acting as a project lead.
* Knowledge and experience of mental health conditions and support services.
* Experience in a role that involved partnership development and maintenance.
* Excellent understanding and experience of food growing and the benefits this can bring to individuals.
* Experience of, and skills in Mental Health First Aid processes, Safeguarding procedures and Safe Spaces culture.

***Abilities***

* Proven ability to hold vision and long-term strategic planning – with examples of innovative project outcomes working alongside marginalised communities.
* Demonstrable ability to work with a range of people with sensitivity and empathy.
* Ability to use and set up digital information systems effectively and computer literacy.
* 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 flexibly, managing multiple demands and responding to shifting circumstances.
* Ability to enthuse and support people to grow food outdoors in all weathers.

***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.
* 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 local NHS and Social Services organising structure and community provision in Waltham Forest / surrounding Boroughs – or an evidenced ability to learn and understand this quickly.
* Horticultural qualification and significant practice-based experience in horticulture - or willingness to achieve this quickly.

May 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/A7UvdCTLywpe9piQ9). 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:** **clare@organiclea.org.uk** **no later than 6pm, Monday 13 June.**