

February 2017



A Role in OrganicLea Workers' Cooperative

OrganicLea is looking for new co-op members!

- 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 excited by spanners and spreadsheets as well as produce and people?

We are looking for a person or people with a range of skills in transport (including driving on weekly delivery round), communications and finance to join our workers' co-operative and support our work. This work is growing rapidly but sustainably. Our box scheme is the key route for getting produce onto people's plates, with over 300 bags packed each week. We also run two community market stalls and work with 15-20 cafes and restaurants per week, from our local community café to Michelin starred restaurants. We link this work with our training and volunteering programmes, part of our mission to reimagine an equitable food system. All this requires detailed logistics tied to a clear strategy, in line with our sustainability principles.

We are looking for someone to join us on this journey. If you are motivated by getting good food onto people's plates, and committed to the role that local food distribution plays in building livelihoods for farmers and growers, then this could be the role for you.

We want to fit the roles to the people rather than the other way round so we're looking for people we can work with to shape the specific role and hours that will best match their skills. The tasks and responsibilities that currently need filling – and the skills and qualities we are seeking – are set out below. You need to be able to work on your own initiative and as part of a team, and be keen to progress to full participation in the running of OrganicLea workers' cooperative, including contribution to its governance and strategic development.

It's a lot to ask for, but if working with OrganicLea interests you please talk to us - motivation and aptitude and an empathy for the way we work are more important than precise work experience.

The detail: likely to be two roles of 2-3 days per week. The exact role responsibilities and hours will be confirmed on appointment, depending on availability and skills set. There is also a monthly Saturday stall shift plus additional unpaid coop responsibilities.

The salary is £22,968 pro rata (based on 35 hour week), with pay review in April. Initially it's a 1 year contract subject to a 7 month probation period for co-op membership. The work is based at Hawkwood Community Plant Nursery and at our office at the Hornbeam Centre in Walthamstow.

How to Apply

Please read the role description and person specification carefully, and complete the online application - find the link at organiclea.org.uk

Please also send a CV detailing your work and training history to craig@organiclea.org.uk

Deadline for applications: midday on Monday 13 March

Interviews will take place on: Wednesday 15 March

Start date: as soon as possible after interview

OrganicLea Workers' Co-operative – Member Job Description

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 limited company.

General Co-op 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

Specific responsibilities that currently need filling:

1. Transport

- Weekly box scheme delivery round: support the box pack and ensure veg bags loaded correctly, drive one of the routes and coordinate other delivery workers, including record keeping, monitoring, contingency arrangements.
- Develop and implement OrganicLea's transport strategy, in collaboration with distribution team colleagues, to meet needs of box scheme growth and sales to restaurants. Includes developing new delivery routes, ensuring that all delivery workers are well trained and confident in vehicle operation and careful manual handling, and if necessary the procurement of new vehicles and/or cargo bikes.
- Vehicle management and maintenance, monitoring wear, tear and faults to delivery vehicles, ensuring necessary repairs are actioned with minimal disruption to essential deliveries, and dealing with insurance and registration requirements.
- Ensure good maintenance of existing pickup points, and in liaison with box scheme coordinator plan and install new pick-up points, including building or commissioning of new pickup point sheds.
- Support the improvement of our delivery vehicles as roving publicity (decoration of bicycle trailers, ensuring milkfloat is stocked with leaflets).

2. Communications

- Carry out agreed promotion strategy at target local venues with OrganicLea materials (eg our pickup points, other community centres, local venue etc). This involves coordinating with OrganicLea colleagues who can support this promotional work during other OrganicLea activities (eg at schools workshops, delivery runs etc), ensuring ongoing stocking.
- Complete/update materials that promote our distribution offer, coordinating printing as necessary.
- Active use of social media to share OrganicLea information and connections, including Facebook and Twitter, and encouraging customer link ups
- In liaison with box scheme coordinator, participate in direct customer liaison on membership, queries, holiday arrangements, feedback etc, managing the customer spreadsheet database.

3. Finance

- Carry out regular financial procedures including invoicing, credit control, payments, reconciliation of cash systems, banking, bookkeeping using Quickbooks
- Oversight of Distribution finances - including supporting colleagues with financial planning and budget tracking.
- In conjunction with Finance team colleagues, undertake regular review and evaluation of finance systems to ensure they are working well.

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.

Person Specification

We are looking for the following 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
- Skills to make communications flow to those who need to know
- Able 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

Additional skills and experience for transport

- Full driving licence
- Confidence in driving a van or milkfloat
- Cyclist 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
- Knowledge of community connections and opportunities in Waltham Forest and neighbouring boroughs, or the capacity to develop these quickly.

Additional skills and experience for communications

- Ability to communicate clearly and accessibly, verbally and in writing
- Practised in using social media including Twitter, Facebook, Instagram
- Knowledge of community connections and opportunities in Waltham Forest and neighbouring boroughs, or the capacity to develop these quickly.

Additional skills and experience for finance

- Experience of using quickbooks or similar bookkeeping software (or the aptitude to learn)
- Excellent financial skills and a passion for crunching numbers
- Ability to pay attention to detail and carry out tasks accurately and in a timely manner