

September 2018



Roles 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 stocktaking and spreadsheets as well as produce and people?

We are looking for a person or people with a range of skills in enterprise development, finance and produce management 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 450 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.

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 we could have 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 1-4 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 £23,896 pro rata (based on 35 hour week). 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](http://www.organiclea.org.uk) or at <http://www.goo.gl/hPvMGM>

Deadline for applications: midday on 30 September

First interviews are likely to take place on Wednesday 3 October

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
- Members are expected to abide by the Rules and policies of OrganicLea, work considerately and respectfully with all, and be willing to undergo training as deemed appropriate by the Co-op

Specific responsibilities that currently need filling:

1. Stalls management and development

- In conjunction with colleagues, undertake review and evaluation of OrganicLea's stalls to ensure they are effective and sustainable
- Identify and develop new enterprise opportunities linked to produce distribution and offering training/progression routes
- Manage the stall rotas for workers, volunteers, trainees and work placements
- Weekly ordering of produce and goods from OrganicLea's site, partner farmers and producers and local 'cropshare' growers
- Preparation of information for stall workers including customer newsletter, pricelists, signage
- Weekly cash tallying, invoice checks, paying local suppliers, budget and financial target setting
- Coldstore and stock management
- Weekly delivery by van/milkfloat of produce from Hawkwood Nursery to Hornbeam Centre
- Undertake regular stall shifts and communicate with others working stalls to receive feedback

2. Box scheme coordination

- Maintain an overview of the weekly logistics of OrganicLea's box scheme, liaising with colleagues and troubleshooting where necessary to ensure smooth and effective operation
- Carry out customer liaison on membership, queries, holiday arrangements, feedback etc, managing the customer spreadsheet database
- Manage the weekly pack setup, including generating packlists, ordering bags
- Take part in the weekly pack, supporting volunteers, and helping to ensure quality control, correct and timely packing and sorting for delivery
- Work with Distribution team colleagues to manage the box scheme's growth and development
- Weekly contributions to Box Scheme newsletter, ensuring communications with customers are clear and regular.
- Carry out agreed publicity initiatives for Box Scheme and Market Stalls, marketing and promotions
- Weekly delivery round: drive one of the routes and report back on any pickup point issues.
- Undertake occasional ordering and delivery coordination as holiday/sickness cover etc requires

3. Finance

- Carry out regular financial procedures including invoicing, credit control, payments, reconciliation of cash systems, banking using Quickbooks (tasks shared with other finance colleagues)
- Produce management reports and manage preparation of annual accounts and Companies House Returns
- 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
- Act as first point of contact for supplier account enquiries, credit control processes, and general finance enquiries

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
- Ability to communicate clearly and accessibly, verbally and in writing
- 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
- Commitment to working within co-operative structure or co-operative ideals.

Additional skills and experience for stalls and box scheme coordination

- Full driving licence, and confidence in driving a van or milkfloat
- Experience of setting up and growing an enterprise
- Experience of promoting and working with produce or food products
- Cyclist willing to cycle with a trailer
- Ability to efficiently carry out stall, 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 finance

- Excellent financial skills and a passion for crunching numbers
- Knowledge of bookkeeping practices and accounting principles
- Experience of using quickbooks or similar bookkeeping software
- Experience of producing management accounts, budgets, VAT returns and preparation for annual accounts
- Ability to pay attention to detail and carry out tasks accurately and in a timely manner