

Organiclea Produce Distribution Co-ordinator

Organiclea is recruiting!

- 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 spreadsheets and strategy as well as produce and people?

Organiclea's distribution work is growing rapidly but sustainably. Our own food production has increased significantly and we now supply Waltham Forest with over 550 fruit and veg boxes each week. As well as supplying our own produce, we help build markets and livelihoods for farmers and local growers, and link this work with our training and volunteering programmes, part of our mission to reimagine an equitable food system.

We are now recruiting for a Produce Distribution Co-ordinator to support our distribution enterprise development. The role involves holding and developing relationships with Organiclea's key partners in our supply chains (from small growers to wholesalers) and our cafe and restaurant customers. It needs someone who can coordinate strategic and practical planning of our distribution work, and support the growth of our box scheme and development of our market stalls with strategic thought, team work and delivery. We're looking for someone who shares our vision for sustainable, co-operative enterprise and can bring their passion for good produce alongside strong administrative, logistic, strategic and people skills.

The responsibilities and the skills and qualities we are seeking are set out below. We seek to fit roles to people rather than the other way round, so we're looking for someone we can work with to shape the specific role and hours that will best match their skills. If the role interests you please talk to us - motivation and aptitude and an empathy for the way we work are more important than precise work experience.

This is currently a 3 days per week role - core days are currently Mondays, Tuesdays, Wednesdays - with potential for expanding to add an extra day of harvest, and weekend market stall work. The work is based at Hawkwood Community Plant Nursery in Chingford and at our office at the Hornbeam Centre in Walthamstow. Salary is £23,897 pro rata (based on 35 hour week), plus additional co-op responsibilities paid and unpaid. Initially it's a 1 year contract subject to a 7 month probation period for co-op membership, with expectation to continue longer-term.

How to Apply

Please write a brief outline explaining why you are interested in joining Organiclea's distribution team, what experience and skills you can bring to this role, your work and training history (this could be attached as a CV). Please also provide the name and contact details of two referees; your own contact details; information on any unspent convictions.

Please send applications to marlene@organiclea.org.uk

Deadline for applications: midday on Monday 16 July

Interviews will take place on Wednesday 25 July with start date in August/early September.

Job description

Produce Distribution

- Overseeing distribution of all produce we grow on site to our box scheme, stalls and a number of restaurants and cafés across London.
- Maintaining and developing relationships with chefs, restaurants and cafés to ensure all produce grown on site is sold.
- Working with production team to crop plan effectively and set sales targets and budgets, and ensure all produce grown at Hawkwood site is harvested, packed and delivered well.
- Order produce for the box scheme, using excel and relationships with suppliers to ensure interesting and delicious seasonal fruit and veg bags each week.
- Communicating with customers via weekly newsletter relevant produce information and updates.
- Responsible for issuing invoices and statements to outlets (internal and external), making sure finances are logged monthly and ensuring they are up to date quarterly . In conjunction with finance colleagues, using our Quickbooks system to manage payment checks and chasing restaurant customer payments.
- Maintaining and developing relationships with growers and farmers around London and East Anglia to ensure the veg box scheme has access to high quality fruit and vegetables.
- Working within the distribution team to ensure smooth running of box scheme, including ensuring all produce arrives to veg pack in good condition.
- Maintaining coldstore, ensuring effective and efficient use.

Distribution Strategy

- Develop an overview for Organiclea's distribution enterprise work across our box scheme, market stalls, restaurant sales and training work. Work as part of the team to ensure the success of Organiclea's enterprise work both short term and long term.
- Developing and proposing future plans for meeting the produce needs and growth of Organiclea's veg box scheme and the development of our market stalls.
- In conjunction with colleagues, undertake regular review and evaluation of Organiclea's distribution systems to ensure they are as effective as possible from the perspective of Organiclea, our customers and our farmer/grower partners.
- Setting annual produce sales targets working with Hawkwood's production team.
- Working with distribution team colleagues to ensure annual targets, budgets and forecasts are coherent and planned across our distribution work.
- Supporting regular box scheme and stall marketing, promotion and publicity planning.
- Responsible for providing supporting information and activities for restaurants and catering outlets including site visits and making sure our online presence is up to date.
- Working with training colleagues to support the development of 'extended' distribution projects – supporting small scale local producers with sales and distribution beyond Organiclea's box scheme and market stalls.

Organiclea is a workers' co-operative whose activities are managed by its members. As well as specific role responsibilities, we share 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. (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.

Person Specification

Knowledge and experience:

- Experience of running and growing an enterprise, or practical involvement in a local community project
- Experience of promoting and working with local food products
- Knowledge of ways of working which promote participation and inclusion, and how this relates to different groups.
- Practical experience of organic horticulture where trade is a component part.
- Experience of working with and supporting volunteers.
- Experience of record keeping using spreadsheets.
- Experience and commitment to working within co-operative structure or co-operative ideals.
- Knowledge of local 'marketing' opportunities in the London Borough of Waltham Forest and surrounding Boroughs such as Redbridge and Enfield (or willingness to learn).

Skills and Abilities:

- Think and work strategically, including beyond the day to day work area, with strong decision-making skills.
- Grow an enterprise with a flair for logistics and creative troubleshooting.
- High level of computer literacy including confidence with databases and spreadsheets.
- Strong financial skills.
- Work on own initiative and as part of a team, with a good understanding of consensus decision-making processes.
- Ability to manage personal work plans and support others' work.
- Make communications flow to those who need to know.
- Deal with complaints and challenges in a creative, friendly and professional manner.
- Driving licence, and/or ability to cycle with a trailer, or willingness to learn.