**Production and Infrastructure Worker**

OrganicLea is seeking a new member for our co-operative. As our building renovation project reaches completion, we are delighted to be recruiting a worker to maintain the new building, glasshouses and other infrastructure, alongside garden maintenance and food growing work at our Hawkwood Plant Nursery and Market Garden.

The Production & Infrastructure Worker will be part of the Production Team, growing organic vegetables and fruit at our Hawkwood Nursery site; managing the maintenance of our “soft landscape” of lawns, grassland, leys and meadows and the ‘hard’ landscape of paved area around the glasshouse; co-ordinating the upkeep of the building and glasshouse; and ensuring tools and machinery are in good working order.

This role sits within the Production Team which will manage the organisation and prioritisation of tasks. For 0.5 days per week this role will engage directly in food growing tasks in the market garden.

**How to Apply.**

Please write a brief outline explaining:

* Why you are interested in the post
* How your experience and skills relate to the post (see Job Description and Person Specification below)
* Your work and training history (this could be attached as a CV)

Please also provide:

* Your own contact details
* Contact details for two referees
* Information on any unspent convictions.

Please email [plants@organiclea.org.uk](mailto:plants@organiclea.org.uk) by 5 pm on Thursday 14th September.

For further questions contact Vi on this email or by phone **020 8524 4994**

**Interviews will take place on Friday 22nd September. Start date in October 2017.**

**Details of Post**

Part time: 3 days per week- plus additional unpaid coop responsibilities

Salary: £23,423 pro rata  
Based at: Hawkwood Community Plant Nursery

Responsible to: OrganicLea workers’ coop

1 year contract, subject to review

**JOB DESCRIPTION**

**Job Responsibilities specific to this post**

* Establish and maintain systems to ensure the building and glasshouse, its interior and exterior, are kept clean, tidy and in a good state of repair, including; responsibility for coordinating the ‘cleaning rota’ – and over sight duties.
* Implement the installation, maintenance and repair of all mechanical equipment, including that associated with the glasshouse, office, kitchen, classroom/, tractor and other mechanised land working equipment; and repair of hand tools
* Maintain the Hard Landscape and Soft Landscape Plans for Hawkwood, and coordinate their implementation, to agreed budget and schedule
* Carry out horticutural tasks alongside Production workers and volunteers.
* Manage the firewood processing, storage and sales, and harvesting of wood ash.
* Manage the humanure systems
* Explore funding opportunities with other coop members and ensure any new work is adequately resourced
* Work within the Traineeship program, mentoring and supporting trainees and work placements as appropriate.
* Maintain and update the operation manual “Hawkwood Handbook”
* Carry out work in support of the Biodiversity Management Plan
* Ensure health and safety responsibilities, fire action plan and Hawkwood risk assessment are kept up to date and implemented. (Working closely with all workers, especially the Volunteer Coordinator).
* Carry out inductions for staff and volunteers on safe and appropriate use of power tools and machinery.
* Implement systems for planning and recording site maintenance tasks.
* Liaise with the Landlords (LBWF)on any issues relating to the buildings and site.
* Coordinate the *Infrastructure Work Plan*
* Be on call (within reason) to address any arising infrastructure issues/emergencies & either attend the site or give advice over the phone as appropriate.

**Responsibilities associated with the Hawkwood site team and OrganicLea cooperative**

* Participate fully in the management and running of the Hawkwood site, including essential cover or organisational tasks necessary to ensure its smooth running
* All workers are required to monitor and mitigate financial, health and safety and other risks within their area of responsibility
* Maintain the Hawkwood site in line with agreed site design and planting plans
* Participate in necessary meetings that support short-medium term work for colleagues and project planning
* Participate in the development of OrganicLea as a workers’ cooperative organisation
* Participate in the running of OrganicLea workers’ cooperative, which will include contributing to the development of other related projects within the cooperative

**Person specification**

**The successful candidate will have the following knowledge and experience:**

* A good knowledge of local food issues
* At least two years practical experience of organic food growing
* Horticultural qualification to Level 1, or equivalent experience
* Experience of working with volunteers
* Experience of working in a multi-use public space, with responsibilities
* Basic knowledge of the use and maintenance of horticultural machinery, in particular lawn mowers, rotavators and tractors
* Basic building and carpentry skills
* Basic knowledge of hard landscape maintenance
* Experience of setting up and ongoing management of basic administrative systems

**Skills and abilities:**

* Ability to work on own initiative and as part of a team
* "Handiness"; an ability to "turn one's hand" to fixing, mending, problem solving
* Ability to deliver creative training opportunities that appeal to and support a range of participants
* Ability to enthuse and educate volunteers and visitors about the Hawkwood Nursery and its approach to local food and sustainable technology issues
* Comfortable with working at height
* Computer literacy
* Strong organisational skills
* A good eye for cleanliness, tidiness, orderliness

**Commitment:**

* Commitment to cooperative principles
* Commitment to community empowerment especially in diverse urban communities
* Willingness to abide by Organiclea’s Equal Opportunities Policy

**The following experience and skills would also be desirable:**

* Chainsaw licence, or willingness to obtain one
* Good knowledge of electrical installations and control systems both single and poly-phase in a commercial setting
* Good knowledge of irrigation systems
* Good knowledge of diesel engines and their maintenance
* Experience of project administration and budget management, especially as it relates to capital expenditure for building and maintenance purposes
* Experience of working in a workers’ cooperative structure or environment
* Knowledge of local community (Waltham Forest and surrounding areas)
* Experience of working with diverse communities
* Driving licence with experience of van driving, or willingness to learn
* Horticultural qualification to Level 2
* Arboricultural or conservation management qualification or experience
* Experience of applying for grants, and delivering grant funded projects
* Ability to troubleshoot I T problems

OrganicLea is a registered company limited by guarantee no. 05135926

Growing site: Hawkwood Plant Nursery, 115 Hawkwood Crescent, Chingford E4 7UH

Distribution hub/Registered office: Hornbeam Centre, 458 Hoe Street, Walthamstow, London E17 9AH

Web: www.organiclea.org.uk Email: info@organiclea.org.uk

Telephone: 020 8524 4994 (Hawkwood) 020 8558 6880 (Hornbeam)