**logo-bw small.tifRoles in Organiclea Workers’ Cooperative**

**Where people meet plants: OrganicLea is recruiting**

**We are looking for people to join our workers’ co-operative and support our work within communities** – both away from and at our food growing hub at the Hawkwood Plant Nursery. This work takes food growing and learning into community spaces where people live, work, and play. We are looking for a range of skills in project coordination, community partnership work, education and training across ages and abilities, and a strong track record of spotting opportunities and making things happen! Are you excited by seeing innovative, sometimes hard-to reach projects succeed? Can you take a chance, run with an idea and grow community through food growing?

The headlines for the responsibilities we are currently recruiting for (with more detail below) are:

* **Young People and Schools Development Lead (approx 3 days work)**
* **Community Food growing Projects Worker (approx 2 days work)**
* **Adult Learning Tutor (1 day)**

**This work is rooted in Organiclea’s training, engagement, volunteering and outreach team**. This team brings the people and plants together within our operation and aims to:

a) Support more people to grow food through formal accredited training, work experience and community learning activities;

b) Support health and well-being through engagement in green space and encourage an informed and reflective relationship with food;

c) Build community and challenge marginalisation.

We link this work with our enterprise and market gardening work as part of our mission to reimagine an equitable food system.

**If you are motivated by using food growing to build personal resilience and bridges between communities and seeing once-empty spaces productive and flourishing, then we could have the role for you.** If you do not meet all the skills and experience listed in the personal specifications, but feel you are the right person for some of this work, you are still encouraged to apply.

More detailed tasks and responsibilities - and the skills and qualities we are seeking – are set out below. At time of writing, examples of current contracts across all these areas of work that run into summer 2019 are: Gardening sessions in local primary schools and in secondary education (Waltham Forest and Redbridge), weekly sessions at Hawkwood with young people from Inspire College (Alternative Provision based in Hackney), Adult Learning contract for work-based and community learning with London Learning Consortium, co-ordinating allotment plots with community horticultural training at housing development, developing sensory garden and delivering sessions at local dementia hub.

**The detail:** **We have 6 days of work that needs to be filled.** The exact role responsibilities and hours will be confirmed on appointment depending on availability and skills set as we recruit to build a team. There is likely to be some weekend work particularly with the Community Food Growing lead tasks. Many community learning activities and events are based on a weekend timetable.

**Pay and contract:** Salary is £23,896 pro rata (based on 35 hour week). Intially these are 1 year contracts subject to 7 month probation period for coop membership. The base for project administration can be Hawkwood Community Plant Nursery and at our office at the Hornbeam Centre in Walthamstow.

You will be working with other team members who currently are: Joe Wensley (SEN schools project lead), Clare Joy (Volunteer lead and placements coordinator), Sunniva Taylor (Project worker with current focus on Health / Well-being contracts and communications), Joanne Jerrold (Development coordination and projects support).

**How to apply:**

* Please read responsibility descriptions and person specifications carefully
* Consider what suits your skill set and commitments and make an application – which means:
* Send an up-to-date CV and a letter of application. Please use this letter to identify which areas of the work you are interested in and why – indicating how you meet the person specifications. Please add how you feel you can contribute to OrganicLea.

Please send these to [clare@organiclea.org.uk](mailto:clare@organiclea.org.uk)

You can speak to either Joanne Jerrold or Clare Joy about the application process. They are at Hawkwood on most Tuesdays, Wednesdays and Fridays: 020 8524 4994

**Deadline for applications: 10am on Monday 12 November**

First interviews are to take place on Thursday 15 November

Start date: As soon as is possible after interviews

**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 which are additional hours.

**General Co-op responsibilities:**

* Participate in General Meetings and work teams of the cooperative
* Support the processes of consensus decision-making within the cooperative
* Share responsibility for organisation-wide tasks
* Participate in the development of OrganicLea including contributing to the development of 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. Young People and Schools Development Lead**

* Deliver food growing projects in schools and support team of sessional workers in their session design, activity planning and learner engagement
* Develop Organiclea’s Pre-16 cross-curricular learning offer to increase young people's skills in sustainability, food growing, social enterprise and healthy eating
* Develop Pre-16s opportunities linked to the completion of the Woodland classroom at our Hawkwood site
* Develop partnerships and funding opportunities to provide a Summer Holiday scheme
* Further develop links with Alternative Provision to strengthen our offer and funding opportunities

**2. Community Food Growing Projects Coordinator**

* Coordinate the set-up and delivery of food growing engagement and training contracts at community gardening sites
* Coordinate the design and build at new growing spaces
* Liaise with community sector partners to develop new projects and contracts – this includes community groups, charities and local authorities

**Responsibilities included in both above roles**

* Provide training and delivery support for team of sessional workers and volunteers
* Develop project proposals and negotiate contract budgets
* Maintaining up-to-date project budgets
* Support partner organisations in their fundraising for community food growing activity and education
* Organise the collection of monitoring, feedback and evaluation data
* Identify and act on initiatives that grow this aspect of our work
* Contribute to fundraising strategy, writing proposals as required – often with quite short notice
* Deliver food growing and gardening sessions to diverse audiences

**Person specification**

We are looking for the following skills, experience and commitment

***Experience and Skills***

* Experience of working on several projects at the same time
* Experience of delivering funded projects (including monitoring and reporting)
* Experience of coordinating and supporting people
* Gardening skills
* Horticultural qualification (or willingness to complete this very quickly in early 2019)
* Administration skills including good computer literacy and financial administration
* Logistical skills that support you to create challenging projects that thrive
* Strong organisation skills including good time and project management and an ability to prioritise

***Ability and Commitment***

* Ability to translate organic food growing into communication relevant to a range of cultures and educational needs
* Understanding of, and commitment to, food growing in urban environments
* Decision making ability – rooted in consensus and pro-active, practical problem solving strengths
* Flexible attitude, able to work within constraints (including financial)
* An ability to work under own supervision, to manage and prioritise own workload and to meet deadline, but also work as part of a team in a cooperative and sensitive manner
* Commitment to working within cooperative structure or cooperative ideals
* Commitment to community empowerment, especially in diverse urban communities
* Commitment to environmental sustainability in all aspects of the work
* Willing to be DBS checked
* Clear visions and excitement about the opportunities to develop aspects of this work

**Additional skills and experience for Young Person and Schools Development Lead:**

* Experience of working in schools or experience of working with community and/or statutory young people's organisations
* Keen interest and experience working with young people - pre-16s
* Understanding of funding opportunities in the pre-16 sector

**Additional skills and experience for Community Food Growing Projects Coordinator**

* Garden planning skills
* Experience of developing, managing and delivering community projects

FINALLY: To top-up the above responsibilities, or to fill as a discrete opportunity, we have some specific work linked to our growing adult learning offer with London Learning Consortium (LLC). This is currently 1 day a week (approx):

**3. Adult Learning Tutor**

* Support outreach and enrolments for OrganicLea's accredited adult learning offer
* Deliver accredited and community learning courses in Horticulture - especially Level 1 Awards, with possibility of some weekend courses
* Project development of accredited learning delivery away from the Hawkwood site

**Person specification related to the above**

* Experience of delivering training to adults from diverse backgrounds
* Excellent understanding and experience of food growing
* Horticultural qualification (or willingness to complete this quickly) and significant practice-based experience in horticulture
* Teaching qualification (or willingness to complete the Award in Education and Training very quickly in the New Year - backed up by significant experience delivering training to adults)