



## Schools Development Coordinator

Part time: 2 - 4 days per week

Based at: Hornbeam Centre (Walthamstow E17) & Hawkwood Plant Nursery (Chingford E4)

Responsible to: Organiclea workers' cooperative

Salary: £23,423 per annum (pro rata). Initial 1 year contract subject to a 7 month probation period for co-op membership

**Overall Purpose:** To further develop Organiclea's schools programme including developing new partnerships, delivering food growing and related activities in local schools, supporting sessional workers, initiating funding proposals and playing a key role in Organiclea's Training Volunteering and Outreach team.

### Important dates:

Closing date for application: 5pm Monday 10 July

Interviews will be held between on Monday 17 July

Starting dates: The role can begin with development and delivery and tasks in August for September, but we would suggest some shadow-training dates in July to support development tasks and these would be:

- 18 July (morning or afternoon at a primary school venue in Walthamstow)
- 19 July (afternoon training at local 6<sup>th</sup> form college)
- 20 July (at Hawkwood with Alternative Provision groups, 11am-3pm)

### How to apply:

Please write a brief outline explaining why you are interested in this role, what experience and skills you can bring to Organiclea, 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 [darren@organiclea.org.uk](mailto:darren@organiclea.org.uk). For more information about this role please contact Darren. If you feel you have skills and experience relevant to this role but not matching the complete person specification, please do talk to us about applying.

## The role

Organiclea is seeking to recruit a Schools Development Coordinator. The aim of Organiclea's Growing Schools Programme is to inspire all schools in Waltham Forest and neighbouring boroughs to grow food. The role will engage schools, teaching staff and students in youth-led and project focused learning to increase their skills in sustainability, food-growing, social enterprise and healthy-eating. We work with both primary and secondary schools and local alternative provisions to create a culture that supports students as they empower themselves to become agents of change within their own communities as well as the wider world.

This role will work closely with our Young People's Coordinator. It is located within Organiclea's Training, Volunteering and Outreach team that provides strategic and work planning guidance. The role includes directly coordinating a flexible team of sessional workers who are trained to deliver food growing and food preparation sessions in some schools.

We're looking for someone who's keen to become a fully active member of our workers' cooperative, and we are therefore keen to support this to be a 3 or 4 day role in the long-term. Currently we have 2 days of schools work and the long-term aspiration is to develop more schools work for this role. In the meantime additional work can be provided through various opportunities including other outreach work, or working on our box scheme pack and delivery or on our market stalls – see endnote for details.

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.

Your main responsibilities include:

#### **Develop Organiclea's schools programme**

- Identify and act on initiatives that grow this aspect of our work
- Achieve targets set by the Cooperative's operational plan linked to growing our work in schools
- Work with the Training, Volunteering and Outreach Team's Development Coordinator and Young People's Coordinator to develop our schools and young people's strategy

#### **Identify and initiate fundraising activity**

- Participate in relevant forums where funding opportunities are discussed.
- Formulate proposals for school projects
- Write funding bids and project proposals for schools programs
- Collect, record and evaluate data from young people, teaching staff, parents, sessional workers and the public as part of evaluating this project's outcomes

#### **Coordinate and take part in the delivery of Organiclea's work to increase young people's skills in sustainability, food-growing, social enterprise and healthy-eating**

- Plan and deliver accredited horticulture focused training at school gardening sites
- Act on other opportunities that enhance OrganicLea's work such as partnerships with Forest School providers and Summer Holiday scheme opportunities
- Work with Hawkwood site team to develop opportunities for school activities at the market garden site in Chingford, E4

#### **Manage and support sessional workers delivering programmes in schools**

- Coordinate delivery schedules for sessional workers and volunteers delivering work in schools
- Create a skill-sharing platform to increase capacity amongst outreach sessional gardeners

#### **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

## Person specification

### Experience and knowledge

- Experience of working in schools and/or with school aged children
- Excellent understanding and experience of food growing
- Experience of developing and delivering partnerships with statutory bodies such as schools
- Experience of fundraising and delivering funded projects (including monitoring and reporting)
- Proven experience of innovation: putting ideas into practice and taking them to conclusion
- Understanding of workers' cooperatives and non-hierarchical organising
- Understanding of the schools sector
- Knowledge of appropriate computer programmes (Word, Excel and Access)

### Skills and abilities:

- Ability and commitment to working with "hard to reach" young people
- Ability to work on own initiative and as part of a team
- Ability to participate constructively in collective decision making processes and to work to a collectively agreed plan and targets
- Strong organisational skills including good time-management and an ability to prioritise

### Commitment:

- Commitment to cooperative principles and working within a cooperative structure
- Commitment to community empowerment especially in diverse urban communities
- Commitment to environmental sustainability in all aspects of the work
- Clear vision and excitement about the opportunities around social enterprise development and collective working
- Willing to be DBS checked

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### Endnote - options for additional work to increase the hours in this role:

- Wednesday box scheme delivery round: support the box pack and loading, drive delivery route unloading at pickup points. Full driving licence, confidence in driving a van or milkfloat and ability to do tasks which can include heavy lifting and reaching and bending essential.
- Saturday market stall: set up and run the weekly stall, including produce display, talking to customers, cash handling, plus driving the milkfloat for the Leytonstone stall. Good interpersonal skills and willingness to do tasks which including lifting and bending essential. Experience of selling fresh produce and cash handling desirable.
- Outreach sessional work: delivering training and skills development activities targeted at disadvantaged individuals; supporting existing community gardening projects to become sustainable; and building new partnerships within the community sector.