



Join our Community Learning and Inclusion work **Specific responsibility: Volunteer administration and development** **(3 days per week)**

Where people meet plants: OrganicLea is recruiting

We are looking for someone to join our workers' co-operative and support our work – based at our food growing hub at the Hawkwood Plant Nursery. We are particularly seeking skills linked to our volunteer programme – managing the logistics of recruiting and supporting some 65 volunteers a week on site. This work brings green care and informal learning into the heart of OrganicLea's food growing and Hawkwood site activity. Through this recruitment, we are looking for someone to join our Community Learning and Inclusion team which puts people at the centre of all we do. This team have skills in project coordination, progression support, community partnership work, formal and informal adult 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? Do you thrive in a team environment where challenges are held together and cross pollination and edges are essential to best outcomes? Does the idea of sometimes stepping forward and other times holding back carry weight for you?

The headlines responsibilities for the volunteer administration and programme support role we are currently recruiting for (with more detail below) are.

- Coordinating our volunteering across our Hawkwood site, including general entry level volunteering in horticulture, box scheme pack and kitchen, and our inclusive programme working with vulnerable and referred adults.
- The role has lead responsibility for monitoring and evaluation of our volunteer programme, as well as contributing to fundraising for this area of work.
- The postholder will be expected to support the collective management of the Community Learning and Inclusion team within which the role sits. This will mean an exciting flexibility in terms of skilling up in areas that cut across other team roles.
- You will liaise directly with Distribution and Production teams on volunteering matters, and contribute to the overall governance and management of OrganicLea cooperative.

First and foremost for this role, we are looking for someone who is flexible and able to respond to the teams' ever-developing strategic plan alongside a proven ability to enthuse and educate volunteers about OrganicLea and its approach to local food issues, with experience of project planning linked to people, and an understanding of mentoring. Strong communication skills are essential, as is a clear commitment to collaborative working.

More detailed tasks and responsibilities, and the skills and qualities we are seeking, are set out below.

Experience of working with people is more important than formal education. If you do not meet all the skills and experience listed in the person specification, but feel you are the right person for this work, you are encouraged to apply.

The detail:

- **Hours:** The role is for 3 days per week, with some flexibility around working days. However, there needs to be a commitment to Wednesdays and Fridays being core days as these are our busiest volunteering days on site. There is a possibility of combining this role with other OrganicLea work to increase to 4 or 5 days – please state if you are interested in this in your application.
- **Salary:** £25,480 per annum pro rata (based on a 35 hour week).
- **Contract:** Permanent, subject to a 7 month probationary period for coop membership.
- **Responsible to:** OrganicLea Workers' Cooperative, in the Community Learning & Inclusion (CLI) team
- **Location:** Hawkwood Plant Nursery, possibility of occasional work from home or from our office at the Hornbeam Centre in Walthamstow.

Successful appointment to the role will be subject to satisfactory references and will require proof of eligibility to work in the UK, self-declaration of unspent convictions and an enhanced Disclosure and Barring service (DBS) check.

We are an equal opportunities employer. We particularly welcome applications from people who are from Black and Minoritised communities, have disabilities, are LGBTQIA+ or don't have university degrees, as they are under-represented in our sector.

As an employer OrganicLea is Disability Confident Committed. We are willing to make appropriate reasonable adjustments during the interview stage and to our workplace for the selected applicant. Please use the application form to let us know if this is relevant to you (you do not need to share any details about your disability at this stage). If you meet the minimum requirements for the role we will offer a guaranteed interview.

We seek to offer an open and supportive workplace which supports colleagues' mental health and wellbeing. We are committed to ensuring that colleagues feel able to disclose any mental health conditions and to supporting them and offering reasonable adjustments when required.

How to apply:

Please read the job description and person specification below carefully, and complete the application form which is provided separately (access [here](#)).

For more information about the role or questions about the application process you can contact Debbie Ladds by email on debbie@organiclea.org.uk.

Please send completed application to debbie@organiclea.org.uk

Deadline for applications is midday Monday 19 July.

Interviews are to take place on Friday 23 July.

Start date: As soon as possible after interviews.

Job Description

Community Learning and Inclusion: Volunteer administration and development

Key responsibilities:

- Coordination of general volunteering programme across Hawkwood's work; namely horticulture (65%), box pack (30%), kitchen (5%) – overseeing entry level volunteer experience for all participants alongside Production team and CLI colleagues
- Lead responsibility for monitoring and evaluation of the volunteering programme.
- Contribute to fundraising for this area of work.
- Contribute as an active member of the Community Learning and Inclusion team.
- Additional coop responsibilities.

1. Development and administration of the volunteering programme across Hawkwood's work

- Promote, maintain and develop the range of start-up volunteering opportunities across OrganicLea's work at Hawkwood. (Where we currently host approx. 65 volunteers a week– in the gardens, the box pack and in the kitchen. Work closely with Production, Distribution and Chef to ensure these opportunities meet the needs of their work.
- Ensure integration of OrganicLea's inclusive volunteering programme, with a focus on those at risk of or experiencing ill mental health, and adults with learning and physical disabilities.
- Embed clear volunteer roles within Distribution's work which will involve taking part in box pack activity on most Wednesdays mornings supporting the teams' volunteer awareness.
- Ensure all volunteers are well supported in roles that contribute meaningfully to OrganicLea's aims, sharing information and skill sharing with colleagues as needed to achieve this.
- Ensure adequate induction, role clarity and expectations for volunteers.
- Manage communication channels with general volunteers.
- Communicate progression opportunities clearly with volunteers in close collaboration within Community Learning and Inclusion colleagues and with others in Community Growing & Young People (CGYP) and Production teams who are responsible for coordinating these additional roles and training opportunities.

2. Lead responsibility for financing, fundraising, monitoring and evaluation of the volunteering programme

- Develop funding applications for OrganicLea's volunteering work.
- Monitor and evaluate OrganicLea's volunteer programme, for the coop and for funders.
- Maintain budget oversight for this area of work in collaboration with relevant delivery colleagues.

3. Community Learning and Inclusion team responsibilities.

This work is rooted in OrganicLea's training, engagement, health and wellbeing and volunteering team. This team works closely together, sharing responsibilities to bring people and plants together. We aim to:

- Support more people to grow food through formal accredited training, work experience, volunteering and community learning activities.
- Support health and well-being through engagement in green space; encouraging an informed and reflective relationship with food.
- Build community and challenge marginalisation.

All of this is linked with our enterprise and market gardening work as part of our mission to reimagine an equitable food system.

4. Co-op responsibilities:

- Participate in work planning and management meetings with Community Learning and Inclusion colleagues (CLI).
- Participate in General Meetings and working groups of the cooperative and support the processes of consensus decision-making within the cooperative.
- Monitor and mitigate financial, health and safety and other risks within the 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 and (for growing work) organic gardening principles.

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. Full members are normally appointed as Directors of OrganicLea. Whilst these are strong commitments, our cooperative structure also offers a strong sense of community, a beautiful work environment, shared lunchtimes, flexibility in work styles and hours, and the opportunity to do meaningful and rewarding work that helps people and the environment in very real and direct ways.

Person specification

The successful candidate will have the following commitments, knowledge, skills and experience (E=essential, D=desirable):

Commitment:

- Commitment and understanding of the role that volunteering can play as part of community empowerment within diverse urban communities. (E)
- Willingness to work outdoors throughout the year and to encourage others to do the same. (E)
- Commitment to communicating clearly and sensitively and to always learning how to better this – for example active listening and a demonstrable commitment to collaborative work and consensus. (E)
- Commitment to putting an interest in sustainable urban food production into practice. (E)
- Commitment to cooperative principles and working within a cooperative structure which includes participation in governance meetings on an unpaid basis. (E)

Knowledge and Experience

- A good knowledge of local food issues. (D)
- Experience of project management (at least 5 years) that involved project planning across multiple function areas that encouraged people's engagement in regular activity at the community level. (E)
- Experience of delivering funded projects (including monitoring and reporting). (D)
- Experience of developing partnerships and working in teams. (E)
- Experience of working with volunteers in a coordination responsibility. (E)

- Experience of working with neurodiverse adults and those experiencing or recovering from ill mental health. (D)
- Experience of working in diverse communities, combining front line communication and office oversight responsibility. (D)
- Previous experience in a role that demonstrates passion and a commitment to working with people. (E)

Skills and abilities:

- Ability to manage and report on financial data. (D)
- Ability to set strategic goals and turn these into plans. (D)
- Ability to enthuse and educate volunteers, about OrganicLea and its approach to local food issues. (E)
- Strong organisational skills – with demonstrable awareness of demands of prioritisation. (E)
- Ability to work under own initiative, prioritise and work collaboratively. (E)
- Computer literacy. (E)
- Ability to work flexibly, managing multiple demands and responding rapidly to shifting circumstances. (E)

OrganicLea CIC is a registered community interest company no. 5135926
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