

**Trainee Role Description – Volunteer support: Encouraging learning and participation - 1 post**

We grow organic produce at Hawkwood, Organiclea’s 12 acre community market garden and plant nursery, and distribute it to our own market stalls, box scheme and local restaurants. For 3 days of the week, people come to volunteer on a wide range of horticultural and other tasks, to learn skills and improve wellbeing. Increasing opportunities for participants to receive recognition of skills and personal development achievements through volunteering is part of our outreach community work. We believe in empowering individuals and communities through sustainable activities, such as food growing.

This traineeship will suit someone looking to develop their skills as a community practitioner in urban food growing settings. The trainee will learn skills required to develop learning and volunteering opportunities that encourage participants from all walks of life over the growing season. The trainee will gain experience in supporting volunteers with additional needs (e.g. learning disability, ill mental health), delivering entry level accredited work based training, and practical gardening skills.

# **Details of the role**

* Unpaid voluntary role
* Time commitment: 1 day/week for 9 months
* Dates: Wednesdays 14th March - Wednesday 19th December 2018
* Hours: 9.30am – 5.30pm (with later finish up to 2 Wednesday evenings a month for workshops and ‘production walk’.)
* Based at: Hawkwood Community Plant Nursery
* Weekend commitments: One Sunday a month – supporting the development of participant activity at the monthly Open Days; always the last Sunday of every month.

**Supported by**

* monthly check-ins with an Organiclea mentor
* monthly discussion and learning workshops
* as identified – appropriate training opportunity
* A seasonal, vegan, organic lunch will be provided on Wednesdays
* travel expenses, within London

**To apply:** Please send a CV or a description of your employment (and volunteering) history; and a covering letter detailing how you meet the person specification and why you want this post to [sunniva@organiclea.org.uk](mailto:sunniva@organiclea.org.uk) or by post to the Hawkwood address below. For more information about this role please contact Sunniva on sunniva@organiclea.org.uk/020 8524 4994.

**Deadline for applications:** 5 pm on Thursday 8th February

**Interview date:** Wednesday 21st February

# **Main objectives**

* To learn aboutand provide support for the volunteer programme at Hawkwood
* To participate in work-based learning opportunities (Level 1 City and Guilds qualification) and take a lead role in developing additional summer learning opportunities linked to volunteering.
* To provide achievement-based learning plans for volunteers with additional learning needs and to support them (sometimes with carers) in their work.

# To provide support for the vegetable production at Hawkwood

* To support the vegetable production when the season requires

**Main Activities  
Delivering work-based learning opportunities and supporting volunteers**

* Work with the Training, Volunteering and Outreach team to ensure all volunteers on site are safe, fully inducted, welcomed, valued and supported
* Support the delivery of work-based Level 1 training linked to volunteering – working towards more independently delivering additional training-based volunteering
* Participate in Buddy Scheme to support volunteers with additional support needs, particularly those experiencing mental ill health, physical difficulties, language barriers and adults with learning disabilities
* Lead tasks with volunteers

**Growing**

* Assist with all aspects of vegetable production including: formulating propagation media, raising plants from seed, planting, harvesting, weeding and maintaining salad crops, vegetables, green manures and companion plants

# Undertake other activities in support of Organiclea, as appropriate

**Person Specification**

## **Essential**

* Commitment to learning for all; particularly non-class room opportunities
* Ability to supervise and explain tasks to all volunteers
* Happy to work mainly outdoors throughout the year
* Some experience of growing
* Ability to carry out shared tasks and work within a team
* Ability to work on own initiative, prioritise tasks and work to deadlines
* Commitment to involving all community members in Organiclea’s work
* Commitment to empower others through sustainable activities such as food growing, especially in diverse urban communities
* Understanding of issues surrounding social exclusion and marginalisation: patience and understanding, especially when working with groups who are very new to outdoor activity or learn in different ways
* Interest in sustainable food production and the desire to put that interest into practice
* Commitment to and understanding of the aims of Organiclea
* Recent DBS check, or willingness to be checked

### **Desirable**

* Experience of working with volunteers
* Experience of working with specific needs including adults with learning disabilities and those experiencing or recovering from ill mental health
* Experience of facilitating group forming or learning experiences