**Trainee Role Description –Grower to Grocer - 2 posts**

We believe the link between horticulture and distribution to be crucial in developing a sustainable food system. Our local veg box scheme supplies over 770 fruit and veg bags to people in Waltham Forest. The produce comes from local organic growers and farmers, including our own 12 acre community market garden, Hawkwood, which also supplies local restaurants and our own on-site Farm Stall. The Hawkwood site’s emphasis is on high flavour, high value produce such as heritage tomatoes, cucumbers, beans, chillies, kales and mixed salad leaves. In 2022 we produced over 10 tonnes of produce, including 2 tonnes of salad leaves, featuring 136 different varieties of leaf.

The trainee will learn, and take on responsibility for, the skills and activities required to harvest, package and store fresh produce, in particular for the OrganicLea box scheme; and for the growing work that completes the whole ‘grow to sell’ picture, including the opportunity to lead volunteers on task. You will gain an insight into supply coordination, ordering, liaising with suppliers and marketing of the business.

# Details of the role

* Unpaid voluntary role
* Traineeship days: the role is a one day per week commitment, but as different days at Hawkwood have a different flavour, structure and learning objectives, it is preferable but not essential that the candidate's working day changes during the course of the traineeship. Ideally, the trainee would be available to work on a Tuesday or Wednesday for half of the year and be able to swap from one day to the other for the other half. We realise this may not be possible / practicable for every candidate, so the detail of the "day change" can be worked out prior to the role commencing.
* **Dates: Tuesday 11 April/Wednesday 12 April to Tuesday 19/Wednesday 20 December 2023**
* Hours: Tuesdays from 9.00am – 5.00pm or Wednesdays 9.00am - 5.00pm (with 1 Wednesday evening a month for ‘production walk’.)
* Based at: Hawkwood Community Plant Nursery
* Occasional weekend commitments: attend and assist with at least one Hawkwood Open Day during the year

**Supported by:**

* monthly check-ins with an OrganicLea mentor
* quarterly discussion and learning workshop with peers and mentors
* general volunteer tutorials which happen over several months (Wednesday/ Friday) at the end of the working day
* travel expenses, within London, if needed
* bicycle repairs and servicing while-you-work for cyclists
* a seasonal, vegan lunch will be provided on Wednesdays

**To apply please:**

1. Complete and return the OrganicLea application form and monitoring form, available on our website.
2. Indicate clearly which role(s) you are interested in. If you would like to apply for more than one role please list your preferred 3 in order.
3. Send to: debbie@organiclea.org.uk or post to the Hawkwood Address for the attention of Debbie Ladds, OrganicLea, 115 Hawkwood Crescent, Chingford, E4 7UH.

**Deadline for applications: 9pm on Friday 17th February 2023**

**Interview date:**

For more information about the role, start by contacting Debbie at: debbie@organiclea.org.uk (Tuesdays and Fridays are good contact days).

**Main objectives**

# To assist with harvesting and preparing produce in accordance with the needs of the OrganicLea box scheme, Farm Stall and other outlets

# To provide support for the vegetable production at Hawkwood

# To learn about and assist with the packing and logistics of running a box scheme

# To provide support for the volunteer programme

# Main Activities

# Harvesting

* Cutting/picking produce to the agreed methods, ensuring quality control
* Preparing produce according to product descriptions
* Weighing, packaging, sealing, labelling
* Assisting with pack set-up, checking deliveries
* Organising and maintaining dispatch systems

# Growing

* Formulating propagation media and maintaining propagation environment
* Organic weed, pest, disease and irrigation management
* Planting and maintaining glasshouse crops, field vegetables, salad leaves, green manures and companion plants
* Undertake other activities in support of OrganicLea, as appropriate

**Participating in OrganicLea’s weekly box scheme**

* Checking deliveries, assisting with the pack set up
* Weighing, packing vegetable bags, ensuring quality control
* Sorting and logging for delivery, helping with loading vehicle, and supporting with delivery
* Support ordering and supply for the box scheme and restaurant and catering outlet partners
* Contributing to marketing and communication channels – Weekly Reporter role.

**Stall**

* Support stocking and maintaining the Hawkwood Farm Stall.

**Working with volunteers**

* Work to ensure all volunteers on site are safe, welcomed, valued and supported
* Lead gardening and grocery tasks with volunteers

**Person Specification**

## **Essential**

* Interest in sustainable food production and the desire to put that interest into practice
* Interest in learning about becoming a grower for sale, and development of a food growing business
* Some experience of growing
* Ability to supervise and explain tasks to volunteers
* Happy to work mainly outdoors throughout the year
* 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 and understanding of the aims of OrganicLea

### Desirable

* Experience of working with volunteers