



Job Application Pack

Role: Rootz into Food Growing Project Coordinator

Part time: 21 hours per week, flexitime and ideally willing to do occasional weekend work (15 month contract)

Salary: £27,300 per annum (based on 35 hour week)

We have an exciting new job opportunity for a Project Coordinator for our Rootz Into Food Growing (RIFG) project. This position is funded by Farming the Future, under the management of a partnership comprising: The Ubele Initiative, Organiclea, Land in Our Names and Black Rootz.

The project aims to identify and address some of the structural inequalities and barriers to food justice faced by Black Asian and Minority Ethnic communities in the UK, by supporting the development of food growing, social enterprise managed collectives.

We are looking for someone who is dynamic, passionate, knowledgeable and experienced in food growing skills. Someone who understands the business of social enterprise development and encouraging and establishing collectives. Our candidate should be a people person with strong leadership skills while being strategic and organized in planning and execution of activities. An ability to contribute to research, interpret data and produce reports would be a distinct advantage. This person will work as a part of a team to deliver the objectives efficiently and on time.

About Rootz into Food Growing

The Rootz into Food Growing project aims to identify and address some of the structural inequalities and barriers to food justice face by Black Asian and Minority Ethnic communities in the UK. Enormous opportunities exist across the UK for Black Asian and Minority Ethnic communities BAME led food growing initiatives to play a key role in addressing the community and wider systemic need for sustainable, food self-sufficiency and self-reliance programmes to redress the way food scarcity disproportionately affects persons from the Black Asian and Minority Ethnic communities BAME community. Additionally, there is increasing concern for Black growers to have a voice and group representation across the UK growing system, creating a platform to influence local, regional and national developments.

Main objectives

The “Roots into Food Growing” Project is a “Farming the Future” funded project that aims to achieve the following over a 15-month period encompassing three geographical London communities yet to be identified). Some of the main project objectives are:

1. To identify, contact and engage ethnic minority growers across London in conversations and actions towards collective food production and social enterprise development.
2. To identify and document the spaces and activities of BAME growers across London.
3. To encourage collective working and the creation of social enterprises.
4. To identify, understand, plan and implement a series of interventions to reduce existing barriers into the formation of social-enterprises.
5. To contribute to the identification of appropriate land for commercial food growing purposes and to negotiate access.
6. Promote food justice by identifying and training commercial growers from minority communities raising their awareness about entrepreneurship and enterprise formation
7. To research and collect information on traditional and indigenous cultivation, methodologies of processing and preparation and contextual cultural practices.
8. Encourage communities to grow local and indigenous food - often imported and sold at inflated prices.

The role

The Coordinator is responsible for coordinating, consolidating, and ensuring the smooth implementation of the project activities and operations’ and adherence to logistic, administration and travel arrangements.

The Coordinator will develop and implement the local strategy in collaboration with the respective project managers and members of Ubele, LION and Black Rootz.

The Coordinator provides general support, guidance, and serves as focal point of contact throughout the programme.

The coordinator will enjoy working in an innovative and creative way with diverse groups of people from Black Asian and Minority Ethnic communities and embrace the issues and concerns of this project and work with related groups.

Main Duties and Responsibilities

The coordinator would need to be organized, structured, and flexible and can work within a team with discretion and sensitivity as well as on their own initiative. Key responsibilities include:

1. Ensure that all activities are delivered on-time, within scope and within budget
The coordination and completion of tasks in accordance with set deadlines, deliverables and timelines.
2. Assist in the definition of goals and objectives, involving all relevant stakeholders and ensuring technical feasibility
3. Work with the stakeholder team interpreting research findings to action and in the setting and tracking of measurable goals and objectives and oversight and responsibility for performance. Specifically, to analyze the successful completion of short and long-term goals and meeting set targets.
4. Some amount of financial management. Work with the team to meet budgetary objectives and adjust to constraints based on financial analysis
5. Ensure resource availability and allocation
6. Participate in evaluating and assessment of threat and risks
7. Participate in planning activities and events.
8. Participate in recruitment of staff and volunteers. Supervision of volunteers and their daily activities within the project scope
9. As far as possible establish and maintain internal and external harmonious and congenial relationships.
10. Get to know and identify individual strengths, skill sets and experience of team members and where possible allocate and delegate tasks accordingly.
11. Meet with clients to take detailed ordering briefs and clarify specific requirements of each project
12. Communication: supports the communication of updates/ newsletter internally and externally
 - a) Typically report to the project manager from the Ubele Initiative and the Consortium, participating in related events where possible. He / she will coordinate with partners to ensure all aspects of each project are compatible

The candidate is expected to perform a variety of tasks related to the functions of coordinator and therefore a wide degree of flexibility, creativity and latitude is expected. The candidate will be expected to guide and direct the work of others and add value to job accomplishments. Experience in understanding research processes and translating findings/recommendations into practice would be advantageous.

We would like to encourage applications of disabled people, Black people/ People of Colour/ BAME community members, LGBTIQ and people without university degrees, who bring the following competencies to apply for this position.*

Person Specification

1. Qualifications and profile

- First Degree in a related discipline and at least 2 years' experience in a similar role
- Proven working experience in community work and project management and working with Black and ethnic minority communities.
- Excellent client-facing, written internal communication and verbal communication skills
- Experience in the field of practices and procedures of growing (agriculture/horticulture/tree science) or in a related area
- Solid organizational skills including attention to detail and multitasking skills
- Working knowledge of Microsoft Office
- Excellent communication and representative skills (written, oral, cross-cultural)
- Ability to multi-task and deal with stressful situations.
- Ability to adapt within the working environment.
- Ability to work in a team setting.

2. Experience

- At least 3 years previous coordinating experience, ideally in a similar role.
- Minimum of one year of previous supervisory experience in working within the not-for-profit sector.
- Previous experience working in a social enterprise.
- Willingness and flexibility to engage and understand the world of growers. Good people skills.

What we can offer

- A workplace that is just, with equitable, supportive systems of communication.
- A team-based, dynamic, working environment, open to innovation, creativity and harmonious communication.
- Flexible working hours and workplace

Application Process

Please submit your CV and let us know how you think your skills and experience will enable you to carry out this role in the form of a cover letter or a video outlining a successful project coordination you have previously undertaken.

Please send your application to arlene.mckenzie@ubele.org by Monday 11 January 2021, 11:59pm

We also kindly ask you to fill in a monitoring form, which can be found [here](#). This will be kept separate from your application.

Data Protection Note

Any personal data you provide (e.g. address, telephone number, employment history) will be used for recruitment purposes only, and only shared with individuals involved in the recruitment.

Data will be stored securely: electronically (on Ubele's cloud-based IT system) and in hard copy.

Data related to unsuccessful applicants will be deleted six months after the end of the recruitment period. If your application is successful and you take up the role, the information will be used in the administration of your work with us.

If you have any questions about the processing of your data, then please contact Fabricio Chavarro fabricio.chavarro@ubele.org

About the Wolves Lane Centre – Haringey

Wolves Lane Centre is a community led food growing hub focused on diverse growing projects, research, education, training and sustainable energy practices. The consortium has both private and public sector partners and associates who together work to build strong complimentary projects around growing. It is located in the borough of Haringey.

www.wolveslane.org

About The Ubele Initiative

The Ubele Initiative is African Diaspora-led social enterprise, working intergenerationally for the future of Black, Asian and minority ethnic communities. Built from the bottom-up, Ubele's mission is to support the development of more sustainable BAME communities across the UK through: social action, community enterprise development, participatory learning & skills development and next generation leadership initiatives.

www.ubele.org

About OrganicLea

OrganicLea is a worker cooperative, community food project based in the Lea Valley in north east London. Members of the collective produce and distribute food and plants locally, and run training programs to support sharing, strengthening traditional knowledge, diverse participation, and enhancement of hands-on skills.

www.organiclea.org.uk

About Black Rootz

Black Rootz is a black led growing collective, focusing on food justice & security sustainability and enterprise development. They are based at Wolves Lane and contribute skills knowledge, experience and products to the WL Consortium.

www.ubele.org/black-rootz

About Land in our Names (LION)

LION is a Black-led, grassroots collective committed to a reparative justice in Britain, by securing land for black people and people of colour communities.

www.landinournames.community