



JOB ADVERT

Harvest Co-op Trial Member

Do you want to be part of creating a better food system?

Are you interested in being an active member of a small workers' co-operative based in Okehampton?

Would you like to help increase access to organic food and explore regenerative ways to raise awareness about the key role farming and food plays on our health, the environment and the local economy?

We are looking for a passionate, flexible and committed person to join our team. This will initially be as a trial co-op member for 10 hours a week in our farm shop with an opportunity to increase your hours if you are interested in growing your role within our organisation. You will play an active role in strategic planning and practical decision making using consensus and will also have the possibility to become a full member of our workers' co-op after a successful trial year.

ABOUT US

Harvest Workers Co-op is not for profit workers co-operative based in Okehampton with 4 working members. We run a small farm shop and mobile shop supporting local and organic producers as well as a wide and engaging program of community and education activities and events on everything food and farming related. We have been trading in Okehampton for over-5 years and in this time we have developed a diverse range of projects and partnerships to advance our aims which are:

- To increase access to local organic and sustainable food in our community
- To support local producers using organic and ecological methods of farming
- To enable understanding of the social, environmental and health issues around food and farming through our educational and community program of events and activities
- To contribute to building food sovereignty and community strength and to the development of a healthy and resilient local food system

We agree as members to abide by cooperative values and principles, to give training in these principles and practice, to promote the physical, emotional and mental well-being of our members / employees and a regard for this with our community in general.

THE ROLE : Trial Co-op Member

TERMS and CONDITIONS

The initial post is for one year working 10 hours/week at £10/hour PAYE. All members of the co-op are paid at the same rate. There will be a pay review in April 2023

The 10 hours will be split into two 5-hour shifts, This will involve some weekend working and would most probably be Wednesday and Saturday morning (8.30-1.30) however this is negotiable. In addition there will be a monthly meeting of 3 hours (paid) with the team.

You will have an induction and receive training in all aspects of your work.

You will be required to spend time as a lone worker once trained up.

You will be required to have a DBS check due to the nature of our work in the community

You will have specific tasks to carry out for the co-op during your working hours. We are all responsible for every aspect of running the co-op from finance and management decisions to cleaning, ordering and collecting deliveries. These will be worked out together and may change from time to time to help with understanding different roles.

There may be extra hours available for team cover during the 12 months.

There will be the opportunity to work with other team members from time to time and one of the team will be allocated to meet with you for an hour every week during your working hours.

A willingness to help us to develop and implement our environmental plan.

A willingness to help us develop and record our social impact.

You will be entitled to annual leave and can opt to join our pension scheme.

There will be a 6 month review of your trial period

BENEFITS of working with Harvest Workers Co-op

Being part of a friendly, supportive team.

Being part of the wider community and meeting new people.

Training and networking opportunities.

The chance to develop your role and bring your passion and interests.

Up to 20% off of any purchases made from the shop

PERSON SPECIFICATION

While the initial role will mainly involve working in the shop, we envision this post developing to include work on our mobile shop and/or within our community and education program and so are keen to hear from people who may have an interest in developing the role in these directions and who are flexible enough to be able to do this.

What is most important to us is that you share our passion for working towards a better food system and that you agree with Harvest's aims and principles to increase access to organic food in our community and to raise awareness about the key role that farming plays in our health, the environment and the local economy.

SKILLS/ABILITIES/KNOWLEDGE

	Essential	Desirable
Enthusiasm for increasing access to local, organic and sustainable food and a keen interest in community engagement	Essential	
Ability to work as part of a team in a co-operative, flexible, friendly and sensitive manner	Essential	
Ability to build good relationships with customers and suppliers	Essential	
Knowledge of seasonal produce and agroecological / organic farming	Essential	
Good communication skills	Essential	
Ability to complete tasks to an agreed timescale with an organised and positive attitude	Essential	
Good numeracy skills, confident working with numbers and weights	Essential	
Basic computer skills	Essential	
An entrepreneurial approach to growing your own role	Essential	
Full driving licence	Essential	
Have use of own vehicle		Desirable
Experience with funding applications		Desirable
Experience working in co-ops or other non hierarchical organisations		Desirable
Experience of working in a food shop or cafe		Desirable
Experience of using social media and marketing		Desirable
A good awareness of Health and Safety in a small organisation		Desirable
Experience of organising and taking part in community events		Desirable
Experience of running educational activities for all ages and making educational resources		Desirable

TASKS AND RESPONSIBILITIES

1. Opening and closing shop and preparing it for trade according to agreed procedures.
2. Creating attractive displays and restocking through the day as needed.
3. Serve and engage with customers in an efficient, friendly and helpful manner.
4. Receiving, checking and sorting deliveries. Please note that this will involve lifting heavy sacks and crates.
5. Preparing veg boxes for collection and/or delivery.
6. Operate till, handle cash and card transactions and cashing-up.
7. Use email to send orders and to reply to queries.
8. Stocking, replenishing and cleaning the shop.
9. Adhere to H&S and hygiene procedures of HWC.
10. Multi task and work in the most effective and efficient manner in order to contribute to the success of the business.
11. Actively promote our principles.
12. Demonstrate worker self-management as well as team work.
13. Communicate openly and honestly and be supportive and respectful to colleagues.
14. Develop, promote and adhere to best practice and to agreed systems and procedures.
15. Attend a monthly meeting with HWC team and take a full part in practical and strategic discussion and decision making.
16. Work co-operatively and take on responsibility for the success and development of the team and the co-operative as a whole.
17. Take on specific responsibilities/tasks as agreed at the beginning of each year and report on these at monthly meetings.
18. To seek and undertake training and personal development in order to be a more effective member and collective manager.
19. Any other duties that are reasonable.
20. Explore and engage in ways to develop your role including writing funding bids if appropriate.
21. Be part of helping organise the Harvest community events program.

APPLYING

Please apply with a CV and a covering letter explaining

- how you meet the requirements
- what you could bring to HWC
- how you might grow your role

Please supply details of two referees, we will not follow up these references until you have been to the interview. These should be work not personal references, and ideally your last two employers.

Deadline for application: 31st Dec

Interviews Week: January 16th - 21st

Please let us know if any days and times of this week you are not available

We really look forward to hearing from you!