

## Job Title: Project Assistant

**Status:** 6 months full-time fixed term contract, with the possibility of an extension dependent on funding

**Start date:** 20th May 2024

**Hours:** Days to be agreed with the applicant, 40 hours per week with some weekend availability

**Pay:** £24,000 (pro rata)

**Places of Work:** Hybrid working - 3 days on-site in a community food pantry in Kingston Town (KT1), 1 day in two food gardens in New Malden (KT3), 1 day remote working at home



Vegecoopia is a new social enterprise based in The Royal Borough of Kingston upon Thames, Greater London, promoting sustainable food growing and environmental education for not only migrants but also local residents. We are delighted to announce that a new Community Supported Agriculture (CSA) project will be kickstarted in Kingston area, which includes the production of vegetables and fruits in two food gardens in New Malden (KT3), and the distribution of food in Kingston Town (KT1). We are recruiting a project assistant to collaboratively work with our existing team.

We plan to grow mixed crops on a total of ~2,000 sq. ft of growing land with natural growing principles. Part of the summer and autumn harvest will be distributed via our new food pantry in Kingston Town. The food will be sold in the form of veg boxes comprising fresh vegetables and surplus food collected from local food retailers or other food aid groups. This is a pilot project, and we hope to test out the innovative idea and build our team's capacity for delivering the CSA scheme.

### **Job description**

Reporting to: Project Manager

### **Tasks and responsibilities**

#### ***Community gardens @ New Malden, KT3***

- Assist the Project Manager to decide the veg box content according to the food growing progress
- Coordinate with the Lead Grower and Assistant Grower to manage the logistics of transporting the harvest

#### ***Community food pantry @ Kingston Town, KT1***

- Assist the Project Manager in designing and implementing the food pantry pilot

project

- Assist the Project Manager in contacting food retailers or other food aid groups to gather surplus food, and coordinate the logistics
- Spend three days on site to operate the pantry, being in charge of the cashier, customer service, stocking, record keeping, surplus management and tidying
- Supervise project volunteers on site and improve volunteer experience
- Maintain the food pantry as a welcoming and safe space for customers and volunteers to engage with the community
- Support the Project Manager in: market research, marketing campaigns, as well as evaluation and reporting activities with the incorporation of the Theory of Change
- Carry out the above mentioned tasks safely, being aware of and following risk assessments, relevant health guidance, and safeguarding and diversity policies

## **Conditions**

- The project assistant will be employed on a 6-month contract by Vegecoopia C.I.C. There will be opportunities for career growth and development in the VCSE sector.
- The project assistant will be insured, DBS checked, and have access to VCSE training resources and relevant conferences and events.
- The project assistant will have 14 days (prorated from 28 days) paid annual leave, including bank holidays.
- The project assistant will have access to free vegetables, as well as a supportive and respectful work environment.

## **Person specification**

### **Essential**

- 1 year work experience in the VCSE sector, particularly with engagement experience in working with various social groups such as BAME migrants, children and senior citizens
- Track record of successfully coordinating community projects
- Experience in organising or joining food-related initiatives
- Determination to make changes in local food system and collaborate with food-related groups
- Attention to details in project delivery
- Demonstrable progress checking and record keeping skills
- Good digital communication skills and computer literacy
- Ability to work independently and also be part of a team to complete tasks on time
- Good communication and interpersonal skills to interact with team members, volunteers, beneficiaries, and customers
- Flexibility in completing tasks according to the changing circumstances
- Commitment to the success of the whole team and the resolution of any problems or conflicts encountered

## **Desirable**

- Knowledge of the community groups in Kingston e.g. their demography, cultures and needs, being aware of the different types of diversity in the community
- Experience of carrying out market research and data analysis with critical thinking
- Experience of marketing, sales, or customer service in food or retail industries
- Experience of progress monitoring and evaluation
- Being devoted to expand the social benefits that community food initiatives bring to the individual as well as the community
- Having practised permaculture and/or organic food growing
- Having practised environmental sustainability in both everyday life and workplace
- Ability to use languages other than English e.g. Cantonese, Mandarin, Korean

## **How to apply**

Please apply by sending your CV and a 2-page supporting statement to [info@vegecoopia.com](mailto:info@vegecoopia.com) by 7th May 2024 (Tuesday), interviews will be held in a week after that. To discuss the role further please contact 07737018157 (Perle).

*Vegecoopia is committed to equity and representation. We will not discriminate with reference to race, ethnicity, national origin, religion, sexual orientation, gender, gender identity, medical condition, physical or mental disability, age, marital status, or occupation.*

*Vegecoopia is also committed to protecting the personal data of our personnel and beneficiaries. We will not keep your personal data for longer than necessary under the legal basis for processing. We will not share your personal data for commercial purposes. Our privacy policy is compliant with changes to the General Data Protection Regulation (GDPR) legislation.*

*Successful appointment to the role will be subject to satisfactory references and will require proof of eligibility to work in the UK and self-declaration of unspent convictions.*