

## **Job Opportunity: Wolves Lane Projects Coordinator**

Wolves Lane Centre in Haringey is the former council-run plant nursery and garden centre that has been run by a consortium of community organisations and volunteers since 2017. Our aim is to develop a thriving centre for growing and distributing wholesome food and a space for education, enterprise and events, making good food accessible to all and building a healthier, more sustainable food culture in the area.

We're now looking for someone to join the Centre who can:

- Coordinate the delivery of multiple interlinked projects, empowering and enabling others to be involved
- Deal with many complex relationships in a facilitative non-hierarchical way
- Contribute to the long-term development of the site and its use

You will need to be highly organised and a problem-solver, able to work on your own initiative but in collaboration with others. We're looking for someone who understands how to get things done in a community organisation where responsibility is shared collectively. The role will hold wide-ranging responsibilities initially but will need to adapt and change as the scale of activity on site develops and new colleagues are brought in. This is an exciting opportunity to work with the Consortium organisations Ubele, Crop Drop and Organiclea, who have stewardship of the site, and with the many other stakeholders connected with Wolves Lane.

Hours: 21 hours per week, flexitime but ideally including Tuesdays and Wednesdays, and willing to do weekend work once or twice a month

Responsible to: Wolves Lane Consortium board

Salary: £27,300 pro rata (based on 35 hour week)

Initial 1 year contract, with intention to continue subject to income generation and funding

We particularly welcome applications from people with disabilities, BAME community members, LGBTQIA+ people and people without university degrees.

### **How to apply**

Please read the role description and person specification below and let us know how you think your skills and experience will enable you to carry out this role. You can write us a letter or send a video, and also attach a CV or statement of your work/volunteer history, outlining the successful project coordination you have previously undertaken. Please make it very clear which role you are applying for, as we have several posts in recruitment.

Please also complete the attached equalities monitoring form (which will be kept separate from your application).

Please send your application to [jobs@wolveslane.org](mailto:jobs@wolveslane.org) (and use this email for any questions)

Closing date for applications: 5pm on Tuesday 25 August

Interviews to be held on: Wednesday 2 September. We are planning to hold interviews in person at Wolves Lane, with appropriate distancing measures.

## Role Description

### 1. Project coordination

Support the planning and implementation of a range of project activities at Wolves Lane. Level of responsibility for and involvement in each project will vary depending on the nature of the work and the capacity of others involved in delivery; for many a connecting overview and support with monitoring/reporting is all that is required. Here is an indication of current/potential projects on site and who works on them.

#### *current*

- food production and plant propagation, and support for apprentices, working with the site's growers
- cooked food distribution, cooking workshops, (and volunteer/community meals when allowed), with the Healthy Food Coordinator
- plant distribution (to community groups and residents), workshops and information for recipients, working with site growers and volunteers
- promotion of the Community Enterprise Toolkit, working with Ubele
- volunteering programme with health and wellbeing outcomes, working with Black Rootz
- acquisition of electric van & charging point, coldstore installation, irrigation/water harvesting installation, working with Site Facilities Worker and Consortium
- With Consortium and architects: design of new buildings and refurbishment of existing buildings

#### *future*

- development of formal food growing training on site, with Organiclea
- establishment of food buying co-op(s), with Consortium new staff
- when permitted, reintroduction of community markets, events and site hires
- identify and develop opportunities for new activities and projects that increase the use of the Wolves Lane site and income generation, in line with agreed aims and values

### 2. Relationships and communications

- Contribute to external communications on website, social media and email newsletter
- Develop and carry out monitoring and evaluation procedures including measurement of social impact and measures required by specific funders
- Support the completion of grant monitoring reports to existing funders
- Invite and record feedback from volunteers and visitors on their experiences and Wolves Lane in general
- Develop partner relationships that enhance the local community connections of Wolves Lane site
- Ensure all policies and procedures relevant for the site as a complex and diverse space are in place, including equalities and safer spaces policies and conflict resolution procedures
- Work with colleagues to develop and implement systems for management of external site hires

## **Person specification**

### **Experience and knowledge:**

- Experience of project coordination and budget management
- Experience of delivering funded projects (including monitoring and reporting)
- Experience of developing partnerships
- Experience of working in and with diverse communities
- Experience of working with volunteers
- Experience of managing a multi-use public space
- A good knowledge of local food issues
- Fundraising experience

### **Skills and abilities:**

- Ability to work independently under own initiative whilst also collaborating in a team
- Ability to enthuse and educate volunteers, giving a clear vision, involving them in decisions affecting their work and treating them fairly.
- Ability to convey information clearly, appropriately, accurately and persuasively through speech and/or in writing
- Strong organisational skills and ability to plan and prioritise own workload
- Ability to think creatively and spot opportunities and realise them
- Computer literacy

### **Commitment:**

- Commitment and understanding to the role that volunteering can play as part of community empowerment within diverse urban communities
- An understanding of and commitment to principles of equality and inclusion
- Willingness to work outdoors throughout the year and to encourage others to do the same.
- Commitment to working collaboratively within a consortium of different partner organisations, including participation in governance meetings which may take place outside normal working hours