

Job Opportunity at Wolves Lane: Community Educator

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, who came together with a vision for turning the site into a hub for food-based social enterprise and social action. Our aim is to grow and distribute sustainably produced food and plants, and offer a space for education, enterprise and events, making good food accessible to all.

Thanks to funding from the National Lottery and the Mayor of London's Good Growth Fund, we're about to embark on a major site redevelopment, and work to establish Wolves Lane as a thriving community space over the next few years. We're developing a staff team who can work together as a self-managing team and combine strategic development with day to day operational delivery.

We're now recruiting for a member of this team to take the lead on Community Education, developing a range of learning and engagement opportunities, both informal and accredited, particularly linked to food growing, healthy eating and nature connection, as well as involvement in the building construction and landscaping. You'll be a passionate educator with strong experience of facilitating learning. You'll be able to help potential learners overcome barriers to learning, including people from marginalised or vulnerable backgrounds. You'll have the skills to create collaborative partner relationships and coordinate the delivery of multiple projects, reporting and monitoring outcomes, and ensuring quality.

This is an exciting opportunity to be part of a dynamic staff team working with the Consortium organisations The Ubele Initiative and OrganicLea, who have stewardship of the site, and the many other stakeholders connected with Wolves Lane, including Black Rootz grower enterprise. You will need to be highly organised and a problem-solver, able to work on your own initiative but in collaboration with others. The role responsibilities are set out below, but they will need to evolve as the scale of activity on site develops and new colleagues are brought in. So we are looking for someone who has the flexibility to adapt and change their role, and understands how to get things done in a community organisation where responsibility is shared collectively. Motivation and an empathy for the way we work are just as important as exact work experience, so if the role interests you, please talk to us.

The team at Wolves Lane self-manage on a day-to-day basis. You must be able to show a high level of personal and collective responsibility, positively contributing to organisational culture, and treating colleagues and users of the site respectfully and as equals.

Wolves Lane Consortium is a partnership of community organisations led by The Ubele Initiative and OrganicLea. With thanks to the National Lottery Community Fund for supporting our work.



Role Details

Hours: 3 days per week, flexitime but including some weekend or evening work (eg at least one Sunday per month)

Responsible to: Wolves Lane Consortium board

Salary: £30,012 pro rata (based on 35 hour week)

Contract: 1 year initially, with intention to become permanent role (we have 5 years funding confirmed)

How to apply

We particularly welcome applicants who are from Black and Minoritised communities, have disabilities, are LGBTQIA+ or don't have university degrees, so as to reflect the diverse communities we work in.

Please read the role outline and person specification below carefully, and let us know how you think your skills and experience will enable you to carry out the 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 relevant work you have previously undertaken.

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

Please send your application and monitoring form to jobs@wolveslane.org (and use this email for any questions).

Closing date for applications: 9am on Monday 21 February 2022

Interviews to be held on Tuesday 1 March 2022

Community Educator - Job Description

1. Establish the Wolves Lane community education programme by developing and implementing a range of formal and informal learning and engagement opportunities for volunteers and other participants.

- Develop partnerships and connections at Wolves Lane and in the wider local community to identify needs and interests and develop programme to meet those needs
- Work with colleagues to identify how learning opportunities can be integrated into site work, including liaising with growers, and with the architectural design team and contractors to design and support community involvement in the build project
- Contract with partner organisations and sessional tutors for course delivery (and carry out direct delivery where appropriate)
- Carry out course promotion and enrolment administration

- Provide support to learners through individual learning plans, identifying and overcoming barriers to learning, supporting next steps progression

2. Hold responsibility for quality assurance, evaluation and reporting

- Develop and carry out monitoring and evaluation procedures including measurement of social impact, and reporting data required by contracts/funders (success rates, funding drawdown, enrolments etc)
- Manage contract/grant reporting and funding drawdown claims as
- Establish and carry out quality assurance procedures and due diligence checks grant monitoring reports as required by specific funders or awarding bodies
- Leading on the preparation and processing of learner enrolment, on-course and completion documentation and certification in accordance with partner requirements

3. Strategic development

- Contribute to the development of a long-term viable delivery model for community education at Wolves Lane
- Keep up-to-date on trends and developments with statutory funding and strategic changes in community education
- Build links with Organiclea and other horticultural training organisations to share knowledge and practice
- Strategic planning as a team and individually
- Support coordination and connection across project areas with colleagues

4. Financial

- Identify funding needs and opportunities, and make funding applications
- In conjunction with colleagues, manage budgets, financial forecasting and development of income generation opportunities
- Liaise with bookkeeping providers (currently Organiclea) to ensure financial systems and procedures are working smoothly
- Establish and review course fee structures, and track course payments

5. Self-organised team management and administration

- Communicate openly and honestly
- Self-management – taking responsibility for your own and others' work
- Participating in peer appraisal, skills sharing and providing mutual support
- Develop, implement and monitor policies and procedures
- Actively participate in meetings, decision-making and organisation-wide tasks
- Monitor and mitigate financial, health and safety and other risks within your area of responsibility
- Work together collaboratively with other staff, Board members and volunteers according to Wolves Lanes' ethics, principles and policies
- Contribute to external communications on website, social media and email newsletter
- Be present on site at Wolves Lane as part of the team managing its daily functioning

Person specification

E = essential, D = desirable

Experience and knowledge:

- Experience in a coordinating role in the public, community or voluntary sector (E)
- Experience in delivering projects or contracts and reporting to funders (E)
- Experience of developing and working in partnerships (E)
- Experience of working in and with diverse communities, particularly in supporting people to actively engage in regular activity (E)
- Experience of participating in budget setting and management (E)
- Experience of working with volunteers (D)
- Experience of managing a multi-use public space (D)
- Development and implementation of monitoring and evaluation systems (E)
- Good knowledge of sustainable food systems (D)
- Fundraising experience (D)
- Knowledge of adult education awarding bodies, quality and funding drawdown requirements (D)
- An understanding of working in a small community organisation where responsibility for the overall running of the organisation is shared collectively among staff and directors (D)
- Previous experience in a role that demonstrates passion and a commitment to working with people (E)

Skills and abilities:

- Ability to work independently on your own initiative, whilst also collaborating sensitively in a team (E)
- Good communication skills: ability to convey information clearly, enthuse and educate through speech and in writing, and to actively listen (E)
- Strong organisational skills and ability to plan and prioritise own workload, managing multiple demands (E)
- Ability to think creatively and spot opportunities and realise them (E)
- An innovative and flexible approach to work (E)
- Strategic thinker, with an ability to set strategic goals and turn them into plans (D)
- Ability to use and set up information systems and databases effectively (E)
- Strong IT skills particularly Excel spreadsheets (E)

Commitment:

- An understanding of and commitment to principles of equity and inclusion (E)
- Commitment to community empowerment, especially in diverse urban communities (E)
- Commitment to environmental sustainability in all aspects of the work (E)
- Commitment to working collaboratively within a consortium of different partner organisations, including participation in governance meetings which may take place outside normal working hours (E)
- Willingness to work outdoors throughout the year and to encourage others to do the same (E)