



Membership Development Coordinator : Community Food Growers Network

Job Description

Time: 2 days per week, for 8 months

Salary: £23,660 pro rata (£6,309 take home, £13 per hour)

Start date: 8 months, Mid to late August

Place of work: Majority of work will be remote (access to a computer and internet necessary), some office space available.

Travel within London required.

Reports to: CFGN Steering Committee in addition to monthly written reports to network members

Application Process

Please submit a cover letter (no more than 600 words) and a CV to info@cfgn.org.uk by 9am Monday 7th August. Interviews are scheduled for the 11th August [TBC].

Your cover letter should touch on what experience you would draw on to develop training and development activities for a diverse range of food growing projects. Please address the following three questions in your cover letter.

- Please describe a time when you offered an innovative solution to a challenge which threatened the success of a project you worked on. We are happy to read

about examples outside of the community food sector. Please explicitly state what you did to contribute to the process, reflect on how you may have learned from any mistakes, and evaluate how your actions contributed to the outcome. If you have no examples, please outline what actions you would take when dealing with any challenge that might arise in a community food growing project.

- This job requires a high amount of self management. Please add specific examples of your working style, reflecting on your ability to be proactive and organised while still working with a team.
- What do you think are the major challenges facing community food groups in London from being organisationally and financially sustainable? Please choose one challenge and outline a few ideas about addressing this challenge.

Job Purpose

The Community Food Growers Network is recruiting a Membership Development Coordinator to support the Network in developing the skills and capacity of our members to be more sustainable, resilient and entrepreneurial. You will be working alongside the two Network Coordinators and our 18 member projects to audit the network's activities and business models, develop a programme of peer to peer trainings, organise expert-led sessions and give one to one support to projects to develop business strategies.

Candidate experience and skills

We are looking for a proactive and self starting individual to join the small team of CFGN staff. The ideal candidate is able to hit the ground running, and has the transferrable skills to be able to become familiar with the Network through first and second hand research of reading up on and engaging directly with each project. They will develop a training and support programme relevant to the needs of our members, and effectively signpost members to resources/expertise. Some familiarity with the world of social enterprise and community business is desirable, but the priority is for you to be a good problem solver who is solutions orientated. We are looking for someone who is able to work independently to deadlines, work collaboratively with good communication, and create a work schedule that distinguishes between high priority and low priority tasks.

Main activities

1. Compile and analyse information about the income, activities and business models of CFGN member projects
 - i. Co-ordinate an audit of the Network's members at start and at the end of your contract, analysing and presenting the gathered data for internal use and for funders
 - ii. Write up case studies of five projects undertaking to develop trade activities or establishing themselves as community businesses
2. Organise trainings and events on enterprise for Network members
 - i. Identifying peer to peer skill-sharing opportunities between members
 - ii. Following the Network audit, identify key areas in which the skills and knowledge of Network members can be increased
 - iii. Organising training sessions for Network members: both with external trainers and for peer to peer learning
 - iv. Delivering trainings to members on topics in which you have expertise
3. Support enterprise and sustainable income generation for the network as a whole and individual network members
 - i. Meet with individual members and support them to develop enterprise strategies. This may include signposting them to sources of support, arranging one-to-one support with experts or helping them develop targets and milestones.
 - ii. Explore ideas for how members can collaborate to increase opportunities to generate income
 - iii. Broker new relationships between potential partners, funders, and prospective customers

Person Specification

We are looking for a candidate who has a spread of skills from across the following areas. We do not expect the successful candidate to demonstrate experience of everything on the "wish list", so please do not be discouraged from applying if you do not fulfil everything on the list.

Experience

- Experience of working closely with a a business, organisation or project during its inception and subsequent development.
- Providing regular reports to document progress (such as on grant activities outcomes) (1 year)
- Event planning and/or project management, including planning learning programmes or events (2 years)
- Delivering or facilitating trainings or courses
- Experience of working with diverse communities
- Providing one-on-one advisory support or consultancy on enterprise and sustainability

Knowledge

- Some familiarity with the social enterprise and community business sector
- Some familiarity with UK funding landscape, including grant funding, individual giving and commissioning
- Understanding of non-hierarchical networks and decision making processes
- Knowledge of the local food movement and urban growing movement

Skills and Attitude

- Ability to use GoogleDrive, Google Docs, Google Sheets and Gmail confidently and Microsoft Office Suite (or equivalent) specifically Microsoft Excel and Word
- Ability to collect, analyse and present quantitative and qualitative data
- Good communication skills when working as part of a team
- Proactive and able to organise your own work