

Transition Town Totnes Incredible Edible Coordinator

Location: A base in Transition Town Totnes office, The Mansion, Fore Street, Totnes, combined with home working, as well as a considerable amount of time out on a variety of sites all over the town

Work pattern: 1.5 days per week (There is flexibility around hours and working arrangements)

Contract: Fixed term contract for 10 months, with a view to working with us to fundraise for the project to extend the role

Reporting to: TTT Coordinator

Rate of pay: £22.000 - £25k pro rata depending on experience and qualification

Holiday: 25 (pro-rata for part-time staff) working days holiday in each holiday year (being the period from 1st September to 31st August). You are also entitled to receive your normal remuneration for a pro rata of all Bank and Public Holidays normally observed in England and Wales.

Introduction to TTT

Transition Town Totnes (TTT) is a community-led charity, working to develop a regenerative and healthy community within our local area. We do this by catalysing, supporting and collaborating with a diverse portfolio of grassroots projects, enterprises, partnerships and individuals embedded in the town.

With our coordination, these projects form a movement that innovates models of community leadership and systems thinking across different sectors (with different goals) whilst simultaneously working towards a common vision – *‘To build a caring, connected, collaborative community that is environmentally, economically and socially resilient in a changing world’*

We manage, deliver and collaborate with a number of projects and partnerships based around our key themes:

- Food
- Local economy
- Health and wellbeing
- Housing, building and energy
- Inner transition
- Art and Creativity
- Waste & resources
- Transport

Background

Incredible Edible has been operating as a volunteer led flag-ship project of Transition Town Totnes for over 10 years, and currently manages 4 publicly accessible community gardens around the market Town of Totnes. Locations include the towns' train station, the local park, and growing beds by a play park, all of which are cared for by teams of local volunteers.' A variety of vegetables, fruits, herbs, and edible flowers are grown at each site. The project also cares for around 200 fruit and nut trees on public land.

The sites aim to engage the general public by informing them about what's growing.

Residents and visitors are encouraged to help themselves to the seasonal herbs and veg, flowers and fruit that grow in the gardens, orchards and nut groves.

While tending the sites, there are many opportunities for conversations around and raising awareness of the social, economic and environmental benefits of local seasonal food.

Incredible Edible aims to engage the local community in growing food and providing education about, and connection to the local environment. We also hold regular community events across our sites, including autumn apple pressing, pruning workshops, and family fun days.

1. Role Description

The role of Incredible Edible Coordinator

This exciting role involves overseeing our **many** incredible edible growing sites within Totnes, supporting, coordinating and recruiting volunteers, including training community leaders; forging beneficial partnerships with other organisations (to engage new groups within our local community); organising resources, activities and events; and working with Transition Town Totnes Coordinators and Trustees to identify and apply for funding to support the project, including opportunities for funding a long term project Coordinator post. This role is best suited to someone living within Totnes and District.

Main Responsibilities

- Overseeing the care of the incredible edible sites in Totnes
- Supporting existing volunteers and recruiting new volunteers to care for incredible edible sites around the town
- Empowering volunteers to become incredible edible community leaders, taking responsibility for activities such as coordinating volunteer teams, organizing planting plans, sourcing tools and seeds for the sites, working with partners and site owners, and organizing events, with a view to making the project a sustainable volunteer led initiative.
- Raising the profile of the project to attract new volunteers and funds
- Setting up project administration systems and working with volunteers to carry out essential project administration such as record keeping, health and safety, and data protection
- Working with volunteers to manage existing, and establish new partnerships for incredible edible, in order to ensure a diverse range of users access the incredible edible sites
- Working with volunteers **to liaise** with incredible edible site owners when necessary (*for example the Town Council, South Hams District Council and Totnes train station*)

- Working with volunteers to organise and deliver seasonal events and gardening sessions
- Being available to manage ad-hoc issues with sites (*for example a tree falling down in a storm at one of our sites*)
- Working with volunteers to raise small grants to support the project e.g. for tools, seeds and plants

Other Duties

- Represent Transition Town Totnes and its aims and values
- Identify funding opportunities and develop funding bids and reports for funders Manage workload effectively, including setting objectives, planning projects and meeting deadlines
- Play a supportive and active role within our small office team
- Maintain effective communication across the wider organisation, including representing incredible edible at Transition Town Totnes monthly core group meetings and providing regular written project updates for the TTT monthly newsletter and events bulletin

2. Key Skills and Attributes

Essential

- Knowledge and experience of actively recruiting, coordinating and supporting volunteers, including in an outdoor setting
- Experience of empowering volunteers to become leaders within a project or organisation
- Knowledge and experience of growing edible plants, including vegetables, fruits and herbs
- Knowledge and experience of working within the not for profit community sector
- Excellent people skills and ability to work collaboratively and as part of a small team
- Applied and up to date knowledge of health and safety legislation and other legislation relating to working with volunteers
- The ability to work flexibly, including evenings and weekends, and willingness to be contacted outside of working hours by volunteers in the event there is an issue with a growing site
- Proven experience of project fundraising
- Proven experience of project management and setting up systems for project administration
- Aligned to Transition Town Totnes's aims and values

Desirable

- Experience of running public events
- Experience of planning and delivering horticultural/gardening sessions
- Experience of planning and delivering therapeutic horticulture/gardening sessions
- To be living within Totnes and district

3. About the Team and the office

This role will have a base at TTT's main office, the Transition Town Totnes Support Hub; a strategic and physical hub for the organisation. The office consists of a two part-time Coordinators, a part-time Communications Officer and part-time Finance Officer.

The office also provides critical support for groups and projects, including financial management, fundraising, project management, event management, supporter engagement, marketing and communications. We also support a network of over 150 local volunteers.

The Support Centre also promotes and coordinates 'Transition Tours' of the town, where visitors and tourists can meet project leaders and enjoy a fun and interactive insight into our work.

4. TTT Structure

TTT is a registered charity. Currently we have 5 Trustees whose experience includes: law, education, health, accountancy, social and community work, and organisational management. The key role of Trustees is to ensure financial due diligence and that the objects of our charity are adhered to.

At the heart of the organisation is the Core Group which meets monthly and comprises of a representative from each theme and project group as well as TTT Services staff and a member of the board of Trustees. The purpose of this group is to:

- contribute to the planning, development and promotion of TTT alongside the staff group and trustees
- share information, action plans and ideas across theme groups
- support all participants, including all volunteers and paid staff
- provide a forum for effective communication across TTT

How to apply

Closing Date: 9am Monday December 9th, 2019

Interview Date: Monday December 16th, 2019

Application process: To apply, please email us your CV including contact information for 2 referees and a covering letter outlining how your skills and experience would enable you to fulfil the main responsibilities, skills and attributes in the job description. Please keep your letter to no more than two sides of A4.

Email your CV and covering letter to: thea@transitiontowntotnes.org