



Community Food Growing Project Worker - Job Description

- Job Title:** Community Food Growing Project Worker (Temporary 6mth Contract)
- Responsible To:** Environmental Engagement Project Manager
- Responsible For:** Volunteers
- Salary:** £13ph (£182 per week or £6188 for 34 weeks).
- Hours of Employment:** 14 hrs per week (34 weeks, from Feb to Sept 2021). Evening and weekend work may be required. Flexible working. This is a temporary contract.
- Staff Benefits:**
1. Childcare Voucher Scheme.
 2. Annual Public Transport Travel Card Scheme.
 3. Bicycle Purchase Scheme.
 4. Wellbeing Scheme
 5. Regular Team Building Activities and Socials.
 6. Onsite parking

Background: Food Growing Project

Launched in response to the COVID crisis CCA's foodbank has attracted 100+ low-income families, including many local Somali & Bengali women, a group that has provided many of the project's volunteers, including its organiser. Wanting to reduce future dependency on donations the group have approached CCA about setting up a food growing project. As environmental engagement and food growing are key objectives for Greengage (a project delivered from the Castlehaven Community Associations horticulture hub greenhouse and outdoor gardens) CCA welcomed their request and is working with them on Operation Bedspread, a 6 month project to maximise local food & plant growing capacity by creating new beds (including de-paved areas), containers & cultivation systems on-site, in estate gardens & at home. To organise the group to propagate, grow and prepare raw foods collectively & at home.

Introduce them to other activities that boost air quality & biodiversity & protect the environment eg tree-planting, rainwater use, recycling, composting, sustaining pollinators

By offering this our Operation Bedspread project aims to create new green spaces, activities & healthy food sources for local Somali & Bengali families & other food bank users. And create lasting new environmental skills & awareness amongst those with poor access to green spaces. Improving the local environment through increased greening & better environmental community practices

Work Venue:

The Castlehaven Community Association is a highly respected and award-winning local charity. In its 34yr history it has provided a vast array of services and activities for the local community to access, benefit from and enjoy.

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Castlehaven Community Association manages a four-acre campus positioned a stone's throw from the world-famous Camden Market in the heart of Camden Town. Our campus consists of a large flood lit multi sports astro turf pitch & changing rooms, two community parks (open 24hrs a day) a horticulture hub – greenhouse & food growing beds, a purpose-built and fully disabled accessible community centre building equipped with dance studio and a kitchen 'classroom' area.

Purpose of Post:

The overall purpose of the project worker role is focusing on encouraging Somali and Bengali families and others that access our foodbank to get involved in our new 6 month community food growing project. To introduce new skills, workshops and activities that will help the participants learn how to grow fresh food and plants within the Castlehaven site, in their housing estates and within their own homes. Encourage participants to share their knowledge and skills in gardening, food growing and healthy cooking with others.

The project worker post is to help and support the Environmental Engagement manager set up a programme of workshops and events that are designed to train participants in depaving, preparing the soil, growing organic food plants, how to grow food seasonally in the UK, how to transpose growing ethnic food to the UK climate, biodiversity planting, cooking from raw (using CCA's kitchen, & its outdoor cob oven), bread-making, wildlife promotion, good environmental practice eg water conservation, recycling, composting.

They will have skills in collaborating with external BAME groups, community organisations and religious centres to reach our target group to increase participants within the project. They will help set up and manage the projects steering group, making sure that participants are given a role in all stages of its development from design to delivery, making sure that participants are supported and trained in roles required to ensure the sustainability of this project, after its initial 6mths.

They will work in partnership with local stakeholders, tenants & residents associations, and schools to support and connect isolated Somali & Bengali families in the local area to our healthy living activities, food growing & gardening training. This will include supporting & maintaining quality assurance systems and ensuring the delivery of this new exciting 6mth project.

The Person:

We are looking for a dynamic, proactive, and highly organised person to support our Environmental Engagement Manager manage this great new project. They must be fluent in one of the following languages – Somali, Bengali or Arabic.

Main responsibilities are:

- To support the Environmental Engagement Manager (EE Manager) to set up, plan, and manage a programme of food & plant growing and training activities for our target group.
- To support the EE Manager with the administration of the Community Food Growing project.
- To encourage and enable current foodbank users to join the new community food growing project.
- Teach foodbank users how to grow their own food, using current food growing areas and spaces.
- Teach foodbank users how to cook healthy meals and storage of their own grown fruit & veg.
- To work with and support the EE Manager and foodbank users to plan, design and construct the new food growing and wildflower areas.
- To promote the Community Food Growing project within the local community - at our weekly foodbank, visits to local schools, community organisations and religious centres.
- Identify potential opportunities for engagement with other BAME groups who may be interested in joining or replicating our community food growing project.

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- Encourage parents, carers, grandparents, and young people to volunteer within the community food growing project, whilst providing them with training and support.
- Assist the EE Manager in forming GROOVE (Growing Our Own Vegetables), a food-growing steering group/co-op to help formulate policies, make plans & organise collective food growing
- To encourage and train participants to become GROOVE steering group/co-op members, activity assistants and potential tutors.
- To encourage participants to become decision makers – to help GROOVE steering group/co-op to develop & manage the project by representing the views and interests of the participants.
- Support the manager to collaborate with the Marketing & Social Media Coordinator to promote planned activities via social media, website, online newsletters and printed marketing materials targeting local families especially within the Foodbank.
- Support the EE Manager in the recruitment of project volunteers and help create opportunities for further education and employment opportunities for them.
- Assist the EE Manager on monitoring and evaluation and ensure agreed outcomes are met across all areas.
- Help the EE Manager maintain our database of registered users and survey responses through Time to Spare CRM database management system.
- Assist the EE Manager on completing regular risk assessments of all activities and our facilities plus external venues when required.
- Develop a range of partnerships with organisations and initiatives related to environmental issues, food and wildflower growing in urban landscapes.
- Work within specific guidelines, e.g. equal opportunities, health and safety and safeguarding (adult/child).
- Develop a targeted approach to raise involvement in our settings with local Somali & Bengali families who access our foodbank.
- Encourage participants to embed regular, gardening and healthy cooking into their daily lives.

Person Specification

Essential skills / experience / qualities

- At least 2 years' experience of working with people from a variety of ethnic groups and cultural backgrounds in a community setting
- A clear enhanced DBS
- Fluent in one of the following languages – Somali, Bengali or Arabic
- Experience in working with BAME & LGBTIQ+ communities
- Some knowledge and experience of food growing, including when to sow and harvest food crops in UK
- Some knowledge and experience of preparing, cooking and storing fresh produce
- A willingness to work outdoors, in all weather conditions
- To have the ability to do physical tasks including digging, lifting and planting
- Some experience in successfully creating & assisting workshop activities, community projects and initiatives.
- Some experience of working with schools, community organisations, religious centres, and statutory services.
- Must have the ability to support managers, staff members and volunteers
- A sound working knowledge of Microsoft Office (365) i.e. Word, Excel, PowerPoint, Outlook
- Ability to identify the best solution to a range of different problems and issues
- A proven ability to engage positively with different people and their expectations
- An understanding of the diverse needs of socially excluded people

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- Experience of working with the public in particular families/individuals living in poverty
- Have an energetic, engaging and positive can-do attitude
- To be positive and supportive in the workplace
- Ability to use your own initiative and to an agreed action plan
- Able to work on your own and within a team
- Have a flexible and collaborative approach to working as part of a team.
- Have knowledge about health and safety procedures
- Have good administration skills
- To be highly organised
- To be empathetic and kind
- Ability to respond calmly to emergencies
- Strong interpersonal skills
- To be friendly and approachable
- Have good written, spoken and IT communication skills
- Demonstrate patience
- Have confidence
- Honesty
- Reliability
- Punctuality
- Trustworthy

Desirable skills / experience / qualities

- Knowledge &/or training in Safeguarding
- Experience &/or training in First Aid
- Experience &/or training in Mental Health First Aid
- Knowledge of General Data Protection Regulations (GDPR)

Other Duties

To carry out other duties that may be required as part of a successful programme delivery.

All staff are ambassadors for the Castlehaven Community Association and as such may be required from time to time to assist managers and fundraising in the promotion of its work.

Diversity & Equality

The Castlehaven Community Association is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

It is the responsibility of every member of CCA staff to ensure the practical application of this policy.

Health and Safety

Under the Health and Safety at Work Act, all employees are required to take care of their own health and that of other employees in complying with their statutory duties.

How to apply for this position:

Please send your CV and a covering letter highlighting your experience and skills relevant to this position; please use the person specification as a guideline. We are an equal opportunities employer.

Please send your CV & covering letter to nichola@castlehaven.org.uk

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Data Protection


By applying for this role and sending your covering letter & CV you consent to CCA using and keeping information about you or by third parties, e.g. referees relating to your application or future employment. This information will be used solely in the recruitment process. For unsuccessful candidates, the information will be destroyed within 6 months unless you have consented to extend this period.

Closing Date for Applications: Monday 11th Jan 2021

If you have been shortlisted our Interviews will take place on: Friday 15th January 2021

If you have not been shortlisted for an interview you will not hear further from us.

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