



VEG BOX CO-ORDINATOR, HEREFORD

Part Time – 20 hours/week

We have a new position within our team for a CO-ORDINATOR to support our growers in delivering our new veg box scheme and wholesale veg sales.

This is a varied and exciting job based in part at our garden in South Wye and part working at home. It is a fantastic opportunity to join our newly formed community organisation. We are looking for someone with excellent organisational, IT and customer facing skills who can confidently work on their own initiative and help drive our business forward.

PROJECT OVERVIEW

Growing Local CIC was established in 2009 to inspire our local community to grow, cook and eat local food. The organisation took on a new 19 acre site in 2023 to set up a CSA (Community Supported Agriculture) market garden to grow vegetables for a box scheme and establish an educational garden and teaching resource to inspire our future generations. I”,

Our CSA veg box scheme started in July 2024 and we are now looking for an experienced coordinator to work closely with our growers and customers to help deliver the scheme and drive future sales. CSAs are a partnership between those who eat the food and those who grow it to ensure fresh, local, nutritious, sustainably grown vegetables are available for the local community. Veg boxes are packed and delivered each Wednesday for customers to collect from our garden or from two hub points in Hereford – we are looking to expand these.

Please do look at our website to read more about our organisation and the work that we do – www.growinglocal.org.uk.

Growing Local aspire to champion a collaborative work culture of mutual responsibility, trust, sharing of skills and the facilitating of improved work/life balance.

ROLE REQUIREMENTS

Veg Box Coordination:

- Manage new and existing customer enquiries and changes, via telephone and email
- Setting up new customers on our payment system and spreadsheets
- Work with the growers to plan the veg box contents on a weekly, monthly and seasonal basis
- Order and collect from external suppliers
- Plan the weekly packing and delivery of the veg boxes
- Manage the small packing volunteer group on packing days
- Delivery of veg boxes to hub points
- Develop and maintain Excel spreadsheets to support all the above functions

Wholesale Veg Co-ordination

- Manage new and existing wholesale enquiries and orders
- Work with the growers to assess amount of veg available for wholesale, manage orders with growers
- Wholesale invoicing
- Develop and maintain wholesale Excel spreadsheets
- Distribution of any surplus veg to food bank and food shares

Other Responsibilities:

- Assist in the marketing and promotion to reach new veg box and wholesale customers
- Assist in the organisation of veg box member events at the garden
- Research and establish new veg box hub points
- Data collection of seed sowing, planting and harvesting data from growers, input onto Excel to assist with future planning of cropping
- Collection and recording of cash from honesty farm shop and wholesalers
- Collaborate and network with relevant local and national organisations – The Herefordshire Food Alliance, LWA, CSA.org etc

Other Information:

- As this is a new role there is the potential for it develop over time for the right candidate
- The role will involve occasional weekend work i.e. member events, promotional events
- Salary £14,040 – 20 hours/week (£28,080 pro rata), initially on a 12 month fixed term contract

- It is essential that the candidate is comfortable driving the Growing Local van to collect and distribute vegetables – a full clean driving licence is required
- This post is part based at our garden in South Wye and part from home
- Hours can be split over the week but a full day is required on a Wednesday and some hours on a Monday.

APPLICATION

Apply by email to Louisa Foti louisa@growinglocal.org.uk with a covering letter and CV by **Wednesday 30th October 2024**.

Interviews will be on Monday 11th November 2024. There will be a short Excel exercise as part of the interview.

If you would like to informally discuss this role please phone Louisa Foti on 07092 802982, or contact via email louisa@growinglocal.org.uk. If there are aspects of this job description that you do not fully fulfil then please do get in touch directly to discuss further, or highlight in your application. We aim to be an inclusive employer and organisation and may be able to offer flexibility to the role to suit the right people.