



## Community Orchard team: Operational manager

### Job description

- Managing the operational delivery of the orchard team, currently 8 part-time contractors
- Coordinating and scheduling regular work sessions in community orchards for the team and volunteers.
- Leading practical volunteer sessions with training elements in tree planting and maintenance in community orchards. Working with fruit & nut trees as well as other tree crops, edible edges & hedges, shelter, food & wildlife belts and forest gardens.
- Coordinating site assessments and planting plans; specifications, ordering and arranging deliveries.
- Working with communities to develop and maintain engagement on existing and new orchard sites
- Working closely with the Community Orchard Strategy & Development Manager to ensure effective delivery of strategic aims
- Providing timely feedback from each work session to Community Orchard Strategy & Development Manager
- Liaising with the Volunteer Coordinator in setting up and reporting back on volunteer sessions
- Keeping records for each location including trees planted, work carried out and future work required

We would particularly like to hear from anyone living within our current key focus areas in

- Brighton & Hove: Bates Estate, Bevendean, Coldean, Craven Vale, Hollingbury, Hollingdean, Moulsecoomb, Whitehawk;
- Lewes: Landport Estate;
- Seaford: all areas

Current main areas of work mostly lie between Worthing and Eastbourne.

### Essential competencies

#### 1. Project delivery skills

Experience delivering projects with local groups. Experience in delivering contracts to budget and timescale, including the ability to plan, organise and manage planting sessions, and lead practical training. Proven experience managing a team of contractors with flexible work schedules and working part-time to deliver outcomes.

## **2. Community engagement**

Experience in working with local communities, including schools, to deliver projects. Demonstrable confidence in developing and managing practical activities with community groups.

## **3. Food growing or gardening skills and experience**

Knowledge of food growing/gardening, ideally with experience of orchards/fruit trees. Enthusiasm for local fruit growing and an appetite to learn. Experience in the use and maintenance of tools. Ability to lead hands-on practical sessions. Knowledge of permaculture and organic approaches to fruit growing, or willingness to learn.

## **4. Communication and relationship-building skills**

Proven ability to communicate effectively with a diverse range of people in delivering community projects. Excellent verbal, written, and interpersonal skills; ability to use a variety of forms of communication to motivate and engage at all levels. Able to keep accurate records, document progress, and write clear, concise reports.

## **5. Computer literacy**

Knowledge and experience using email, Microsoft Word, Excel and video conferencing to communicate with the Orchard Team effectively. Knowledge and experience (or capacity and motivation to learn) mapping techniques to record planting plans and keep current orchard records.

## **Desirable competencies**

### **1. Teaching/training**

Experience delivering clear, instructive, and motivational training/learning sessions with a variety of people

### **2. Volunteers**

Some experience working with volunteers on long-term projects and how to engage with and develop skills within volunteer groups.

### **3. Local knowledge and connection**

Familiarity with Brighton and Hove and its environs, knowledge of local communities, and an understanding of local issues will help roll out the right projects in the right places.

## **Job requirements**

- **Qualifications & Training:**

Essential - Driving license, First Aid Qualification; up to date certificates essential, and will be required if not already held.

Desirable - Horticulture qualification, in particular fruit growing and arboriculture. Recognised qualification in training / teaching.

- **DBS check:**

This role requires an enhanced DBS check. See our Policy for applicants with a criminal record LINK <https://brightonpermaculture.org.uk/policy-for-applicants-with-a-criminal-record/>).

- Own transport

Own transport essential - The role requires you to be able to access reliable transport which can accommodate tools and equipment. Preferably this would include ladders and heavy loads during tree planting season. Current projects are mostly within a 10-mile radius of the city of Brighton and Hove, but we are developing projects further away but within Sussex.

## Terms

- The role is ongoing, but we are initially seeking a self-employed person for 6 months with a review period at 3 months. We will explore hours and contract options thereafter with the manager.
- It is a part-time freelance post, amounting to **14** hours/week. The work can be completed flexibly, but hours worked must be responsive to the requirements of the tasks.
- This role will report to the Community Orchard Strategy & Development Manager
- The role requires attendance of various meetings and site visits
- Office work will be home-based, using the applicant's own office equipment and software
- The job will be paid at £16/hour, paid monthly in arrears. Invoices should be dated the last day of the month and will be paid within 21 days.
- Local travel costs will not be covered, but essential travel further than 10 miles from the city will be paid at cost or 45p per mile for vehicle use.
- A higher hourly rate will be paid when vehicles are being used to transport significant weight
- The peak work period for this project is December-March during planting season, and so good availability is required (on the phone or on-site) during this time.
- Training in orchard management, tree care and permaculture techniques available through on-the-job learning and our courses.

## Project work

Additional work with the project is available, e.g. leading additional orchard planting sessions. This could complement the ability to manage the project but is not an essential part of the role beyond that described above.

## Application process

To apply please complete the application form and send it to [christian@brightonpermaculture.org.uk](mailto:christian@brightonpermaculture.org.uk)

Application deadline: **5pm, Monday 10 June, 2024**

Interview date: **Monday 3 June, 2024**