



## **Project Development Worker – Brighton and Hove community orchards**

*Brighton Permaculture Trust has promoted and managed sustainable orchards since 2006. We currently manage five small orchards at Stanmer and Racehill Community Orchard.*

*Working with our partners, we have supported the planting of over 140 school and community orchards in Brighton & Hove, East Sussex, and West Sussex. We have also planted forest gardens, edible hedges, and shelterbelts.*

*We run courses related to fruit growing and have run Apple Day Brighton since 2007.*

*Since 2009, our scrumping project has collected fruit that would otherwise go to waste turning it into juices, ciders, etc; now collecting 15 - 20 tonnes per year.*

*Our orchard projects are delivered working with diverse partners such as local authorities, Brighton & Hove Food Partnership and many local groups.*

We are now seeking a freelance Project Development Worker to facilitate the creation of new community orchards and support the development of existing projects across Brighton & Hove and its environs, in conjunction with local community groups.

The role is a funded post, project managing the delivery and development of orchards around the city. It requires excellent networking and communication skills with a range of groups, including local councils, community organisations, key stakeholders, and local people who will plant and tend the orchard.

It is initially funded for 12 months, but it is expected that successful funding bids would extend the work indefinitely.

The ability to deliver projects in a timely manner is essential, adhering to the requirements of funders, and building healthy relationships with funders.

A knowledge and understanding of orchard and local fruit is desirable, but a commitment to motivating and supporting community groups to learn is essential. The role will include opportunities to develop more specialist skills and experience in orchard and fruit production.

## Essential competencies

### 1. **Networking and communication 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

### 2. **Relationship building ability**

Evidence of effective relationship building to get projects delivered to a high standard; experience networking and liaising to build support for existing and future projects. Promoting a healthy interpersonal culture amongst community groups

### 3. **Project delivery skills**

Experience of delivering projects with local groups. Ability to adhere to targets and budgets, keep accurate records, document progress, and write clear concise and effective reports. Proven experience of delivering quality projects on time, with satisfied participants.

### 4. **Computer literacy**

Knowledge and experience using email, Microsoft Word, Excel and video conferencing in order to deliver, manage, and communicate project work effectively.

### 5. **Openness to travel**

Current projects are within a 10-mile radius of the city of Brighton and Hove, but we have an interest in developing projects within a 20-mile radius. The ability to travel to sites periodically is essential.

### 6. **Fundraising**

Knowledge and experience writing successful funding bids is essential to ensure the continuation of the work

## Desirable competencies

### 1. **Orchard and fruit growing skills and experience**

Knowledge of basic orchard management, enthusiasm for local fruit growing and an appetite to learn

### 2. **Supporting volunteers**

Some experience supporting local community groups and volunteers in maintaining a long-term project would be helpful

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

Familiarity with Brighton and Hove, knowledge of local communities, and an understanding of local issues would help roll out the right projects in the right places. The ability to travel is required and access to a vehicle may be desirable

## Job description

- Project managing the delivery of community orchards, other tree crops, edible edges/hedges, shelter belts (+ food & wildlife), forest gardens around the city.
- Delivering funded projects
- Budgeting and financial info
- Compiling data for funders
- Writing reports to funders
- Writing funding bids; securing funding for future projects and continuation of role
- Helping identify suitable future new sites and support existing sites
- Liaising and obtaining permissions from councils, local authorities and land owners
- Liaising with community organisations (TDC, residents associations)
- Liaising with community groups and schools
- Undertaking some group development if needed
- Organising activities (visits, planting days, etc) with BPT team members

Work with director who will

- Have overall oversight of the projects
- Advise about specifics of site assessment and species selection

## Terms

- ✓ The role is initially funded for 12 months, but it is expected that successful funding bids will extend the work indefinitely.
- ✓ It is a part-time freelance post, amounting to 15 hours/week. The work can be completed flexibly, but hours worked must be responsive to the requirements of the work and include an openness to some evening and weekend work as needed. The ability to put in additional hours in the first few months and fewer hours in future months would be welcomed.
- ✓ The work is home based, using the applicant's own office equipment and software. A willingness to connect with other members of the team on a Wednesday either at the Fruit Factory (Stanmer Park), or online, is desirable
- ✓ The job is paid at £15/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 35p per mile for vehicle use.

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