

## **Farm Hub Business Development Coordinator at Granville Community Kitchen Job Description and Person Specification**

**Hours:** 16 hours/wk (with part of that time on a Monday to synch with colleagues)\*

**Duration:** 2 years

**Rate of pay:** £15/hr

**Application deadline:** Midnight Sunday March 10th

**Interview date:** Monday March 25th

**Expected start date:** Mid April, though we will delay for the right candidate

**Responsible to:** GCK Coordinators, Colleague in the farm team, and the Management Committee at Granville Community Kitchen

**Responsible for:** Farm team staff

**Location:** Working remotely, in South Kilburn, and in peri-urban areas around North West London.

*\* Please note there is potential for these hours to increase in July to fulfil the role if a current grant bid is successful*

### **About Granville Community Kitchen:**

Granville Community Kitchen (GCK) is a community-centred project supporting the South Kilburn community to be strong and resilient through a variety of food related activities. GCK is creating a model of an equitable and just food system to inspire the UK agroecological food movement. The organisation teaches good food cookery and food growing skills, produces locally grown food with volunteers, organises weekly community meals, runs a food aid scheme, promotes health and wellbeing and community cohesion, runs a weekly economically accessible veg box scheme (the Good Food Box), and is in the process of finding land to set up a farm hub. In the last 3 years GCK has grown significantly in terms of projects, staff and turnover. With this growth we have developed and continue to develop new systems for working in ways that reflect the values of GCK (care, justice and equity, dignity and integrity). At GCK we believe that we need to create the world we want to see within the GCK organisation and family.

For more information about our organisation please visit [our website](#).

### **Benefits of working with GCK:**

- Flexible working options
- Annual leave entitlement of 28 days (pro-rata) and enhanced sick leave policy
- Employee Assistance Programme service

- Living Wage Employer
- A care-centred and family-like staff team environment

We believe that everyone has a right to be treated with dignity and respect, and to be afforded equitable chances to flourish and excel in an environment conducive to their success.

### **About the Granville Community Farm Hub:**

The Granville Community Farm Hub (GCFH) is a central part of [GCK's Good Food Ecologies](#) vision for the future. The Farm Hub will host food production, distribution and processing, education, nature connection, community building, and movement building. Through these activities the Farm Hub will contribute to all of GCK's strategic work themes: Building and sustaining community, Making good food accessible to all, Building and shifting power and influence, Creating opportunities for livelihoods in the food system, Supporting opportunities for education and learning, and Holding and creating alternative stories and narratives. We feel that the Granville Community Farm Hub is unique to the UK and ambitious in scope as an agroecological hub connecting ecological and social justice principles at the edge of London.

The next two years will be spent on business development alongside securing a site and raising funds. We have had support developing the business plan through the New Entrant Support Scheme in 2023 and now have a 2 year grant from the Esmée Fairbairn Foundation to move us to the point where we can get farming.

### **Overview of the Farm Hub Business Development Coordinator Role:**

The Farm Hub Business Development Coordinator role is a vital role in turning our farm hub vision into reality. The coordinator will work to identify and secure a site, continue to develop relationships with funders and be a part of securing financing for the farm, and project manage the business development stage. The coordinator will work with the other two members of the farm team, one focused on membership development, and one also on business development but only 1 day/week.

### **Farm Hub Business Development Coordinator Main Responsibilities:**

Project management:

- Project manage the business development stage of the new GCFH, leading on this with support from colleagues in the farm team.
- Convene an advisory board to support the GCFH development.
- Oversight of the GCK Farm Team comms and meetings.

Governance:

- Feed into the development of governance structures for the new farm, led by a farm

team colleague.

**Fundraising and finance:**

- Feed into the development of the 5 year GCFH business plan, led by a farm team colleague.
- Co-develop funder relationships and co-write funding bids for the GCFH.
- Lead on reporting to funders in relation to GCFH business development.
- Lead on accessing non-grant funding finances (such as loans).

**Securing land:**

- Find land, with the farm team, to home the GCFH, potentially renting or buying, with this agreed in the second year of the development phase.
- Seek the support of consultants in areas of expertise such as surveying, land agents, and lawyers.

**Wider GCK work:**

- Participate in the wider GCK team, including attending fortnightly meetings and team work.

**Person Specification:**

This role would suit an organised and motivated individual with a passion for making our food systems, and society, more equitable and just. This job would be particularly suited to someone with strong project management and business development experience. You will need to have personal values that are aligned to the GCK values of dignity, care, integrity, equity and justice. An ability to hold a highly ambitious long term vision, alongside the day to day steps to realise that vision is vital.

Essential

- Enthusiasm for Granville Community Kitchen's work and values, with the ability to demonstrate through experience how your own values align to these.
- Strong organisational and administration skills including an ability to prioritise and think strategically on a day to day basis.
- A proven track record of project management and evidence of skills to support this.
- Financial literacy and knowledge relating to reading and setting budgets.
- Experience of developing funding bids, fostering funder relationships, monitoring and reporting to funders.
- Good written and verbal communication skills.
- An ability to work remotely, with access to your own computer and good internet.
- Strong IT skills - spreadsheets, emails, online forms and systems.
- Experience of working with diverse and marginalised communities with equity and justice shaping that work.

- The ability to develop work plans, monitor progress, self manage, and work autonomously where necessary.
- Proven experience of business development and/or project start up.
- Strong skills in working collaboratively and in a team.
- Experience of looking for and/or finding land, preferably for a land-based project.
- A passion and belief in agroecology, food sovereignty and all individuals' right to good food.

#### Desirable

- Existing links, or experience working, in the peri-urban area within 1.5hrs reach of South Kilburn.
- Experience of working in a cooperative or non-hierarchical organisation or project, with skills that support this work.
- Experience of property/land purchase or rental in a professional capacity.
- Experience of securing and delivering large multi-year grants.
- Experience convening an advisory board.
- Knowledge of organisational governance, specifically in relation to community or membership organisations.
- Experience of project management tools that facilitate effective collaborative working.

Relevant experience is far more important to this role than any specific education or training. We acknowledge that this is a specialised skill set and are keen to hear from applicants even if they don't fully meet the essential criteria of the person specification. Where you feel you have other relevant skills, knowledge and experience, please let us know in your application.

At GCK we aim to support the development and learning of our staff. For the right candidate we would support the development of certain skills that were lacking.

**To apply for this position please send your CV and a statement (video or written) that outlines how you meet the above person specification. Please email this to [info@granvillecommunitykitchen.org.uk](mailto:info@granvillecommunitykitchen.org.uk) by Midnight on Sunday March 10th. We would appreciate it if you could also anonymously complete a recruitment monitoring form found [here](#).**

**Please note that the interview date for this role is set as Monday March 25th. Interviews will take place in person in London and shortlisting will be completed by the end of Monday March 18th. If selected for the role, we would require you to provide two professional references.**



**If you need reasonable adjustments to be made during the recruitment process, please let us know when you apply. We highly encourage people who align with GCK's ethos and values to apply to this role, and we look forward to welcoming you into our community.**