



Farm Hub Membership 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 hub membership development.

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 Membership Coordinator Role:

The Farm Hub Membership Coordinator role is a vital role in turning our farm hub vision into reality. The coordinator will work to ensure community engagement in and community ownership of the Farm Hub, alongside the raising of investment from members. We envision this to be through a community share offer or crowdfunding. This work incorporates communications, campaigns, fundraising, and work related to democracy and governance. This role will work with the other two members of the farm team who focus on business development (one of these people works 1 day/week).

Farm Hub Membership Coordinator Main Responsibilities:

Governance:

- Co-develop governance structures for the new farm hub, with a specific responsibility for governance related to membership.

Membership drive coordination:

- Design and deliver our membership drive:
 - Carry out a community consultation to shape our membership offer, with a funder

target of 200 people consulted.

- Convene a farm team decision on the type of membership offer we will run.
 - Work with a digital investment platform and advisors to set up the content and structure of our membership offer.
 - Run information sessions for prospective members.
 - Plan and carry out communication campaigns using a range of media.
 - Coordinate the design of communication materials.
 - Organise and attend events to promote the membership drive.
 - If we go down the route of a Community Share Offer, work with consultants to write the CSO share offer and T&Cs.
- Deliver on a funder target of 100 community members formally signed up to support the Farm Hub

Fundraising:

- With other farm team members, build funder relationships to secure match funding and large individual donations in advance of the investment drives going live.
- Input into funding bids for the GCFH.

Wider GCK work:

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

Person Specification:

This role would suit a highly 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 comms and campaigns experience, as well as some experience of governance structures to support member centred organisations. We particularly want to hear from you if you have experience of running a Community Share Offer, Crowdfunder or other membership and investment drive. You will need to have personal values that are aligned to the GCK values of dignity, care, integrity, equity and justice. An ability to simply articulate a highly ambitious long term vision and engage people through a variety of channels 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.
- Experience of designing and delivering complex, multifaceted and imaginative communications plans.
- Excellent written and verbal communication skills.
- Strong organisational and administration skills including an ability to prioritise and stay motivated.
- A proven track record of project management and evidence of skills to support this.

- Ability to work remotely, with access to your own computer and good internet.
- Strong IT skills - including in relation to communications, e.g. social media, video content creation, press work.
- Experience of working with diverse and marginalised communities with equity and justice shaping that work.
- Strong skills in working collaboratively and in a team.
- Experience of building networks and partner relationships.
- A passion and belief in agroecology, food sovereignty and all individuals' right to good food.

Desirable

- A wide range of skills in creative communications development.
- Experience of fundraising and building funder relationships.
- Experience coordinating consultants, such as designers, advisors etc.
- Experience of running a Community Share Offer.
- Knowledge of the community food and agroecology sector.
- Knowledge of governance structures, particularly in member centred organisations
- Experience of working in a cooperative or non-hierarchical organisation or project, with skills that support this work.

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 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.