



Job Description

JOB TITLE: The Lost Plot - Community Engagement Coordinator (CEC)

RESPONSIBLE TO: The Lost Plot Committee & CIF Project steering group

The Lost Plot is a constituted community-run 'grow your own' project which allows members of the local community to produce their own organic fruit and veg. The Lost Plot has been developed over the last four years around permacultural principles and one of its founding aims is to engage an increasing number of local people in issues around food growing and sustainable food choices through regular workdays, events and training workshops.

All Lost Plot activities have to be effectively coordinated and it will be the role of the CEC to support and build on current coordination work by the Lost Plot committee members whilst achieving the key outcomes set out in the MCC Carbon Innovation Fund (CIF) award agreement. Regular formal support and supervision will be available through the Lost Plot's CIF working group to ensure that work planning issues and targets are clarified, agreed and met.

MAIN PURPOSE OF THE JOB:

- To provide week to week support and assist in the smooth running of workdays, training workshops and events at the Lost Plot between Mar 2010 and Feb 2011.
- To take a lead role in the development and coordination of larger community engagement projects, such as partnership projects with community groups and food growing organisations.
- To contribute to strategic decision making with a view to building operational development of the site and attracting further capacity over the coming year.

MAIN DUTIES:

1) *Week to week management of the CIF project's administration including:*

- Coordinating appropriate record-keeping systems.
- Maintaining effective communication with the working group and committee members including e-updates, meetings and regular supervision sessions.
- Updating the website with news, events, pictures, advice and information.

2) *Coordination of a range of events for local people and Lost Plot committee members including:*

- Promoting training and educational activity days across Manchester-wide networks.
- Recruiting participants from the project's target communities including adults, children and family groups, schools and community organisations.
- Managing the delivery of a range of activities to raise awareness and understanding about food growing and the links between local food, sustainability and healthy lifestyles.
- Hosting seasonal community events.

3) *Overseeing the development and distribution of Lost Plot printed media, including:*

- Working with the committee's Marketing Team to create publicity materials, producing and distributing leaflets and posters, press releases and updating social networking sites to promote the plot and its associated activities.
- Leading on the design of Lost Plot resource packs and relevant support materials for individuals, community groups and schools attending on-site training programmes.

4) *Organising and supporting both volunteers and trainers, including:*

- Scheduling volunteer workdays as appropriate and ensuring that volunteers and community groups are involved in the development and ongoing management of land for food growing.
- Employing specialist trainers to undertake workshops on subjects such as; composting, introduction to organic growing, seed saving, permaculture design etc.
- Coordinating accredited training in organic growing for committee members, in order for them to then skill-share with the wider community.

5) Undertaking other duties appropriate to the job.

SUMMARY OF TERMS OF CONDITIONS OF EMPLOYMENT

Post Title: Community Engagement Coordinator – The Lost Plot

Duration: Fixed term freelance contract for 12 months

Salary Level: £24,000 pro rata (or £400 per month for 12 months).

Hours of work: 8 hours per week (excluding meal breaks), including weekend work and evening work as required.

Location: The CEC will be expected to work from home using their own laptop or computer equipment. The offices at AfSL in Hulme will be available on occasion for admin support functions and meetings.

Probationary Period: 3 months.

CRB: an enhanced CRB check will be required if the applicant does not hold one less than twelve months old.

AIMS OF THE LOST PLOT

- *To work together as a community group to grow organic produce for the benefit of group members.*
- *To increase community involvement and engage with different demographics regarding food growing*
- *To be used as a resource to help the wider community gain information about food growing, including forming partnerships and inviting other community groups to use the plot.*
- *To undertake workshops to engage people about food growing and sustainability, e.g Introduction to permaculture, organic growing etc.*
- *To help more people re-connect with the process of growing and eating healthy food.*
- *To encourage more people to get involved in productive outdoor activities and to promote well-being.*