



*The Landworkers' Alliance – A grassroots union for farmers, growers, foresters and land-based workers*

[www.landworkersalliance.org.uk](http://www.landworkersalliance.org.uk)

## The Landworkers' Alliance

### Application for the role of 'Local Food Plan Project Coordinator'

*This role sits within the Campaigns Team*

#### **JOB DESCRIPTION AND PERSON SPECIFICATION**

**Hours:** 3 days per week (24 hours)

**Duration:** April 2024 - end of March 2025

**Location:** Based in the UK, working remotely, but with capacity to travel for occasional in person meetings, and events/conferences.

**Working days:** This is a 3 day week role (24 hours/week). These hours can be distributed over any days within the working week, however the role holder needs to be available for work on Tuesdays as this is when the majority of core team meetings happen. Most staff work a standard working day, however if you have childcare or other caring responsibilities or additional support needs, we are willing to negotiate and accommodate a degree of flexibility to how you distribute your hours.

**Remuneration:** £31,512 *pro rata* salary, 3% statutory pension contribution and 28 day holiday allowance (*pro rata*).

**Closing date for applications:** Tuesday the 2nd April

**Interview date:** Week commencing the 8th April

**Start date:** April 2024, or as soon as practicable thereafter

#### **ABOUT THE LANDWORKERS' ALLIANCE**

The Landworkers' Alliance (LWA) is a union of farmers, growers, foresters and land-based workers operating across the UK. Our mission is to improve the livelihoods of our members and create a better food and land-use system for everyone. We have a vision of a future where producers can work with dignity to earn a decent living and everyone can access local, healthy and affordable food, fuel and fibre - a food and land-use system based on agroecology and food sovereignty that furthers social and environmental justice.



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## **MODE OF WORKING**

The working mode in the LWA is relatively autonomous and the function of the staff in the LWA is to design, develop and deliver work plans and projects that include coming up with team objectives and targets and creating strategies to deliver work inline with the objectives, priorities and targets set by the LWA Coordinating Group (Board of Directors), and LWA membership and LWA staff.

In addition to specific job responsibilities of the role, staff will be required to participate in staff meetings, staff training, staff Strategy days, membership engagement events and the LWA Annual General Meeting.

The LWA does not have a centralised office and our staff work remotely but may be required to attend meetings that take place in various locations around the UK. Reasonable travel costs will be covered in addition to the salary. Candidates must have the skills and confidence to work remotely as part of a diverse team and demonstrate a proven capacity to self-manage and work autonomously.

We work to create a supporting working environment that accommodates staff with caring roles, in particular those with child care responsibilities, and/or other responsibilities or needs. We can offer flexible working hours within the working week, and are willing to negotiate additional unpaid leave over the school summer holiday period. We also offer a bonus additional paid week of annual leave around Christmas and New Years to support all staff to be able to take a break and holiday over December- January.

We are committed to our [Equality and Diversity Statement](#) and we welcome and encourage applications from anyone interested in this role who feels they have the relevant experience and skills. We would like to particularly encourage those from under represented and marginalised groups to consider applying for this role.

The use of personal IT equipment is required for this role. If this poses a challenge for you we encourage you to get in touch (contact details below) as we do not wish this to be a barrier to applying.



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## **ROLE OVERVIEW**

The Local Food Plan Coordinator will play a key role in helping to deliver the Local Food Plan, which is currently in development for the local and short supply chain sector.

This two-year partnership project (ending in March 2025) is developing a growth action plan for the sector and creating a framework for future collaboration. Local and shorter food supply chains play a significant role in helping us move towards greater food sovereignty, addressing food system issues, and opening up economic opportunities for agro-ecological food producers. The plan and collaboration framework will make the sector investment ready, to unlock significant future growth.

Partners in this project are Pasture for Life, the Sustainable Food Trust and the Food Farming and Countryside Commission. We also work very closely with Sustain who are developing a similar plan for the local retail sector. LWA is the lead organisation in project and partnership management.

The first part of the project (the situational review) was largely completed in the first year, the action planning and development of the collaboration framework will follow in the second year. Work will include focus groups and co-design processes, secondary research and networking within the sector and will involve a wide range of stakeholders from all parts of the supply chain, as well as policy makers and funders.

## **WORKING AS PART OF THE RESILIENT LOCAL FOOD SYSTEMS TEAM**

### **Internal LWA teams:**

The post is part of the two person Resilient Local Food Systems (RLFS) team which sits within the LWA's wider Campaigns Team.

As well as working closely with other members of the campaigns team, the Resilient Local Food Systems team work in cross-team collaboration with; the new entrants team, the Welsh and Scottish teams, and the membership team on particular projects and workstreams.



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### **External LWA teams:**

RLFS staff work in close collaboration with all 4 listed project partners on developing the Local Food Plan. There are a total of 7 staff members working on the Local Food Plan across the partner organisations, so it is essential that the successful applicant is comfortable with collaborative working.

The work is very self directed and management of your hours, time and boundaries are extremely important.

### **SPECIFIC RESPONSIBILITIES AND OUTPUTS OF THIS ROLE**

- **Budget Management;** oversight of the project budget, budget reporting, partnership payments, receiving, sending and tracking invoices.
- **Managing the relationship with project funders;** maintaining good communication and meeting reporting deadlines.
- **Oversight of the project timeline;** ensuring the project runs on time, deadlines are met and all partners are aware of, and working on key milestones.
- **Strategic oversight;** an active awareness of work happening within the short supply chains sector, and managing the positioning of the Local Food Plan within it. Finding and pursuing areas for collaboration with other projects in the short supply chain sector.
- **Coordinating methodology design;** overseeing development and application of research methodology for remaining phases of the project (action planning and developing a collaboration framework).
- **Contributing to networking and events;** both as part of the project and with similar projects elsewhere. Maintaining existing relationships within the sector and building new ones.
- **Contributing to primary research;** designing, organising and running collaborative design processes with stakeholder groups. Conducting interviews.



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- **Contributing to the internal work and processes of the LWA;** attending team meetings, working across LWA teams to strengthen internal processes and areas of work.

### **PERSON SPECIFICATION**

*This is a complex role which requires skills and experiences in the following areas:*

#### ***Essential***

- Project management skills
- Experience of impactful strategic thinking
- Knowledge of the UK short supply chains sector
- Ability to work in complex partnership projects - managing partner workloads, deadlines and relationships
- Experience of managing complex and multiple workstreams, including; time management, setting priorities, boundaries and managing capacity
- The ability to develop work plans, monitor progress and report on work to colleagues, partners, funders and LWA members
- Confidence in presenting at meetings in person and in online meetings through platforms such as zoom
- Excellent verbal and written communication skills e.g. reports, blogs, websites and social media posts
- Strong interpersonal skills, with proven capacity to independently self-manage and work autonomously, whilst also collaborating well with a diverse team of colleagues in a fully remote working environment

#### ***Desirable***

- A passion and demonstrable commitment to movement led change to develop food sovereignty, agroecology and climate justice
- Demonstrable commitment to the vision and values of the Landworkers' Alliance as part of wider movement for ecological and social justice



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- Demonstrable commitment to the ethos and value of anti-oppressive and cooperative working practices
- Experience in designing and conducting primary and secondary research, including stakeholder co-design processes, and 1-1 interviews and literature reviews

### **HOW TO APPLY**

*In order to address any potential unconscious bias in our selection process we are committed to anonymising applications. Please provide your name and contact details in the main body of your application email **only**. Please remove your name and contact details from your CV, responses to questions and any other supporting documents.*

Please send (max) 2 page cover letter written response or (max) five minutes audio video telling us how you meet the essential and desirable criteria of this role, and why you want to work for the Landworkers' Alliance.

Please also attach a short CV (max two pages), this can be written, or an audio or video file, and the contact details of two people we can approach for references. Please note that applications and CVs longer than the length limit will not be considered.

Please send your application to [admin@landworkersalliance.org.uk](mailto:admin@landworkersalliance.org.uk) with '**Application to the role of Local Food Plan Project Coordinator**' in the subject heading. Written applications should be submitted as PDF attachments. Deadline for applications is Tuesday the 2nd of April and we will confirm receipt.

If you have any questions, or would like to discuss any aspect of this role in advance of applying please contact us ([admin@landworkersalliance.org.uk](mailto:admin@landworkersalliance.org.uk)) and we will try our best to respond. Please email us well in advance of the closing date.



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