

Job title	Capital Growth Project Officer
Gross Annual Salary	£34,532 full-time pro rata (post offered at 0.7 FTE). This is a pay level 1 salary effective from 1st April 2023. This salary increases annually in April each year according to Sustain's payscale and progression (see further note on salary and earnings in job description), subject to satisfactory performance. In addition, Sustain matches pension contributions up to 5% of gross salary.
Hours	0.7 FTE (3.5 days per week), with option of 0.6 FTE (3 days per week).
Location	Role is office-based in Cambridge Heath, London. Sustain offers working from home up to half of working hours, on request and subject to agreement after probation.
Position type	Permanent contract (1 year funding secured).
Annual Leave	22 days Annual Leave based on 0.7 FTE (comprises of 14 days Basic Annual Leave + FTE proportion of public holidays + office closures) rising annually by 2 days to a top limit of 26 days.
Closing date	10am, Monday 15 May 2023
Website(s)	<a href="http://www.sustainweb.org">www.sustainweb.org</a> and <a href="http://www.capitalgrowth.org">www.capitalgrowth.org</a>
Contact email	<a href="mailto:recruitment@sustainweb.org">recruitment@sustainweb.org</a>
Equal opportunities	Sustain is committed to being a welcoming and inclusive employer, including recruiting for diversity. Read more about our approach <a href="#">here</a> .
Right to Work	Entitlement to work in the UK. Sustain is not able to assist with applications for work permits.
Other details	Cycle to Work scheme available on salary sacrifice basis.

### About Capital Growth

Capital Growth, an initiative of Sustain, is a network of community food gardens aiming to give more Londoners the opportunity to grow food as part of a healthy, resilient food system for London. Set up in 2008 to help create over 2,000 new food growing spaces, it has now supported over 3,500.

We represent and advocate for community food growers at a policy and London-wide level and provide a platform for innovative ideas and information sharing. We run food growing activities, provide training, events and networking opportunities, online support, tools and publications and London-wide engagement days and promotion, working alongside the national Good to Grow network, which is part of the Sustainable Food Places programme. We are increasingly working with councils in London to engage them in supporting food growing at a local level.

### About the role

The Project Officer will work with the Project Coordinator to deliver the current programme of work funded by the City Bridge Trust, to secure nature and climate friendly gardens for all (with the following key outcomes):

- Increased status, protection and resilience of community food gardens in London

- Improved networking opportunities, better skills and knowledge in the network and an increase in climate and nature friendly practices from new and existing gardens
- A wider recognition of the biodiversity and climate resilience of community gardens
- More opportunities for people from different backgrounds to get involved in community growing leading to improved health and mental wellbeing.

### **Roles and responsibilities**

Day to day, the Project Support Officer will:

- Organise networking events and training sessions, including helping to plan the programme, identifying venues, trainers and topics and overseeing booking and promotion.
- Provide support for gardens, hubs and local networks, recruit new gardens and administer the network, database and dashboard.
- Input into printed materials, project website, news items, press releases and case studies and lead on social media to ensure high profile for the network.
- Liaise with partner organisations and other relevant networks, to promote our work and support the network.
- Support the development of campaigns and new engagement tools, including Growing for Change.
- Collect, collate and input data for monitoring and evaluation of the project.
- Set up administrative systems and undertake administrative duties as required for the project, including organising meetings, collecting information, and maintaining accurate and comprehensive records and reports for the project funders.
- Support the Capital Growth network to engage in the activities and volunteering opportunities by registering and updating garden information and joining London wide open days.
- Update and maintain the Capital Growth databases, primarily ensuring that new applications are processed.
- Attend Capital Growth team meetings and organise working party and community garden group meetings.
- Assist other project staff and volunteers with various tasks, including development of the network and fundraising.

### **Personal specification**

Essential:

- Demonstrable interest or commitment to sustainable food and farming
- Commitment to supporting more diverse and inclusive urban food growing and experience of engaging and working with diverse groups or people underrepresented in the sector
- Experience of community food or food growing projects
- Experience of organising events and/or training on food growing or related subject

- Good oral and written communication skills, with experience of writing newsletters, news items and using social media
- Good time management and organisational skills, with experience of project plans and setting up admin and record keeping systems
- Understanding of working on a funded project and experience of collecting monitoring and evaluation data or write project reports
- Experience of building relationships with diverse organisations and/or working with networks
- Experience of using Word, Excel and working with databases
- Willingness and ability to work in a team, learn new skills and take on new areas of work

Desirable:

- Understanding of climate and biodiversity issues and/or health and wellbeing in relation to food growing
- Experience of working with volunteers, community engagement or community groups
- Experience or understanding of working with local government
- Experience of facilitation, presenting at events or running workshops
- Experience of using Mailchimp, Eventbrite, Zoom and other online platforms
- Experience of running meetings including organising agendas and writing notes
- Experience of using social media, for work purposes i.e., planning campaigns, using schedulers, and analysing reach
- Experience of writing reports, briefings and other communication materials
- Understanding of what makes a good network
- Experience of contributing to fundraising and development of new ideas
- Knowledge of London food growing sector

### **Diversity**

The person appointed will contribute to the mutually supportive culture of Sustain (including staff and project participants) in which equality and diversity are not just respected but promoted. Visit [our website here](#) for some useful advice if you are applying for a job at Sustain.

Sustain is recruiting for this role as part of our Ethnicity Confident and Disability Confident schemes. Applicants who meet all the essential criteria, and who let us know voluntarily (via our Equal Opportunities Monitoring Form) that you would like to be considered in this way, will be guaranteed a first-stage interview.

### **How to apply**

To apply for this position, please email [recruitment@sustainweb.org](mailto:recruitment@sustainweb.org) the following:

- a **CV** (maximum two pages)
- a **Covering Letter** telling us about your experience and how this relates to the personal specification (maximum two pages)

- a completed **Equal Opportunities Monitoring form**

As we are recruiting for several positions over this period, please put '**Capital Growth Project Officer**' in the subject line of your covering email along with your name.

Deadline: **10am, Monday 15 May 2023**

First stage interviews for this position will take place (virtually) the week commencing 22 May 2023 (likely 23/24 May), with second stage interviews taking place in-person the week commencing 29 May 2023. Please indicate in your application if you are not available either of these weeks, although we cannot guarantee we can accommodate requests for alternative timings.

**The Sustain alliance is a registered charity (no 1018643) and a company limited by guarantee, which is registered in England and Wales (no 02673194). Registered office: The Green House, 244 – 254 Cambridge Heath Road, London E2 9DA**