



Job Information Pack

Food Growing and Networks Officer: London



www.sustainweb.org



Charity registered number: 1018643

Photo credits: Sustain

How to apply

Closing Date: Monday, 31st March 2025, 8pm

For any queries, please contact our recruitment team at recruitment@sustainweb.org

First stage interviews are expected to take place online from Tuesday, 8 April 2025 to Wednesday, 9 April 2025.

Second stage in-person interviews at our London office are expected to be arranged from Monday 14 April 2025 onwards. The successful candidate is expected to be in post May/June 2025. Early applications are encouraged.

Please email your CV to recruitment@sustainweb.org and complete the [recruitment form](#) to upload your **covering letter, and recruitment exercise****

****Recruitment exercise:** Please provide us with a two-paragraph (around maximum 250 words) overview of an event you've organised and managed, detailing how you planned the event, the challenges you experienced and how you overcame these. Briefly describe the purpose of the event, the size, venue, feedback, challenges, partners and stakeholders and how the event was advertised.

*Note: We will only accept applications that contain **both CV and covering letter and where required a recruitment exercise**. Your covering letter should detail how you meet the person specification requirements of the role, and may include headings and bullet points. Please provide contact details of your referees with your application. We will only contact your references once we have your written consent. Interviews are expected to take place after the closing date however we reserve the right to interview applicants earlier.

A fair wage, a fair chance, diversity, equality and inclusion

We're working hard to create an inclusive culture, where everyone feels they belong. It's important that our people reflect and represent the diversity of the communities and audiences we serve and we value lived experience, transferrable skills and a learning mindset. If you're excited about this role but you don't meet every requirement in the job description, we encourage you to apply anyway if you have other experience and skills which are transferrable. Sustain is an accredited Living Wage employer, and we also operate a **Disability Confident Scheme**, which offer an enhanced chance of interview but not a guaranteed chance, due to the high volume of applications.



A helpful guide to applying for roles

We want you to have the best chance of applying for roles, and we know that having a helping guide can make a real difference. We are therefore happy to recommend a [Comprehensive Step-by-step guide to applying for jobs compiled by Indeed](#).

Who we are

Sustain is a powerful alliance of organisations and communities working together for a better system of food, farming and fishing, and cultivating the movement for change. We represent over 100 food and farming organisations.

Together, we **advocate** food and agriculture policies and practices that **enhance** the health and welfare of people and animals, **improve** the working and living environment, **enrich** society and culture, and **promote** equity.

Working in collaboration, we:

- Develop networks of people and organisations to devise and implement projects and campaigns, and to provide a platform for recognition and replication of pioneering work.
- Run highly effective and creative campaigns, advocacy, networks and demonstration projects, aiming to catalyse permanent changes in policy and practice, and to help equip more people and communities with skills as change-makers.
- Advise and negotiate with governments, local authorities, regulatory agencies, funding bodies and other decision-makers to ensure that legislation and policies on food, fishing and agriculture are publicly accountable and socially and environmentally responsible.

What we do

Working with our members and supporters, we campaign for a healthy, fair and sustainable food system, which is publicly accountable and socially and environmentally responsible. Our campaigns and projects cover the following areas of work:



Cost of Living
Crisis



Sustainable
Farming



Climate and Nature
Emergency



Good Food
Economy



Good Food for All



Local Action

Where we work

A lovely working space is really important so we're happy to show you where we work. Our offices are a short walk from Bethnal Green tube station (Central Line) located in a vibrant part of London, with easy access to shops, Victoria Park and the Regent's Canal tow path.



We work in an open plan office with plenty of natural light and of course we have many plants, and we offer free tea and coffee.

There is a wide variety of private meeting spaces available in the building, and we also have access to a green roof-top terrace complete with trees, plants and views across the City.

We also enjoy discounts in a few local shops which helps to keep the local economy thriving. Museums and parks a short walk from the offices also gives you plenty of opportunity to explore the neighbourhood during lunchtimes.

[Map link](#)

The Green House
244-254 Cambridge Heath Road
London E2 9DA



How we work

We offer a wide range of hybrid working patterns and are supportive of flexible working, however this may not be suitable for all roles. Some colleagues may work from home for part of the week, and most are expected to attend certain



meetings and events in-person. Some roles require more office presence than others due to the nature of the role.

Everyone is expected to work collaboratively with colleagues and in the communities or networks where our projects are delivered.

We also regularly meet online and make full use of workplace technology, which includes MS Office, MS Teams, Zoom, Eventbrite, MailChimp, etc.

Continuous Professional Development is as important to us as it is to you, and we offer a wide range of in-house and out-sourced

training suitable for a wide variety of job roles.

“One of the reasons I joined Sustain was to make a difference to our planet and our communities.

I’ve always been passionate about food, our environment and a fairer world for all. Working with colleagues who share the same passion and values is wonderful.”

Our funders

All the campaigns and projects at Sustain are funded by charitable trusts and foundations, donors and supporters who are an integral part of our successes, which has led us to receiving many awards. We are fortunate to have received grants from a wide range of funders for specific projects and campaigns and we continue to fundraise to improve food and farming for all.

This post is part-funded with generous thanks to the City Bridge Foundation.

What we offer **(non-contractual)**

Flexible working hours and TOIL

- Flexible and hybrid working options after probation. We have a flexible approach to working and provide Time Off in Lieu when staff are required to work occasional evenings or weekends.

Hybrid & homeworking

- Some roles are suitable for a combination of hybrid and home working, while others are more office based, allowing for collaborative working, skills sharing and peer support. We expect all colleagues to spend at least half of their working time at the office.

Welcoming office space

- Weekly organic fruit box for the office to share.
- Free secure indoor storage for bicycles and shower facilities.
- A fully equipped London based office.

Time off & volunteer day

- 20 days annual leave for full-time employed staff plus bank holidays (pro-rated for part-time workers).
- We usually close between Christmas and New Year.
- 1 Volunteer Day per year (non-contractual if employed).

Pension

- Automatic pension enrolment with Nest with up to 5% (subject to review) employer contributions, with an ethical investment option.

Health & wellbeing

- Enhanced sick pay.

- Access to confidential advice on mental health and wellbeing, as part of our Employee Assistance Programme. Sustain has partnered with Health Assured who are the UK and Ireland's most trusted health and wellbeing network. Their employee benefits programme is a suite of wellbeing services, offering you and your family a confidential and structured way to work through physical or mental health issues and financial as well as advice on personal financial or legal matters.
- Eye Care Vouchers.
- Access to membership of CSSC for discounted days out, savings, sports and wellbeing.

Making a difference in the world with our friendly supportive team

- An opportunity to work on pioneering projects at a local and national level.
- A collegiate set up within an established charity.
- A friendly, creative and sociable team.
- The opportunity to help improve opportunities for local communities, and to support food system professionals to work together to cultivate change.
- Job related training opportunities.

Job Role

Job title:	Food Growing and Networks Officer: London
Contract:	Fixed-term part-time contract for approximately 15 months to end 31 Aug 2026.
Reports to:	Capital Growth Coordinator
Team:	Capital Growth/ Local Action
Accountable to:	Director of Programmes
Hours:	<p>28 hours a week / 4 days per week worked between Monday to Friday as agreed with the line manager in line with the needs of the organisation.</p> <p>Some weekend and evening work may be required for specific events for example, events, fairs, showcases and meetings. Time of in lieu will be granted.</p>
Place of work:	<p>The Green House, 244-254 Cambridge Heath Road, London E2 9DA and attendance at planned events and conferences.</p> <p>This role is office-based. Sustain offers a hybrid working model and applications for flexible working will be considered in line with the needs of the charity. Inline with the role, there will be considerable need to attend events, meetings and activities in London and this role is primarily office based.</p>
Salary:	<p>FTE Officer grade at the starting level 1 - £39,608 pa gross for 2025/2026 (salary effective from 1st April 2025)</p> <p>Pro-rated salary for 28 hrs per week, 4-day worker, 0.8 WTE = £31,687 pa.</p>
Pension:	5% workplace pension matching contribution, auto enrolment rules apply.
Annual leave:	<p>Full time holiday allowance for a full-time worker is 20 days per annum which for a 4-day worker 0.8 FTE will be 16 days per annum.</p> <p>The FTE allowance of public holidays (8 days) and office closure (3 days) for a will also be pro rated accordingly.</p>

Purpose of Role

Overview – Sustain’s local work

People across the UK are stepping up to change their food system with local action taking many forms, from setting up a community food project, to campaigning for change on a specific issue. For Sustain our locally based work focuses on supporting change makers, including those working in or with councils to improve policy and practice at a local level, which includes council officers, councillors, people running food partnerships or setting up community food gardens or enterprises.

Sustain has supported over 4,000 community food growing sites since 2008, establishing Capital Growth in London as one of the largest food growing networks in the country, supporting projects who are transforming urban communities. Our work focuses on providing resources and online tools, training, networking events and London-wide engagement campaigns to raise the profile of community food growing. We also produce persuasive evidence for decision-makers of the multiple benefits of food growing.

Alongside this the UK has seen a steady rise in local food partnerships who support community action and help join the dots to change policy and practice on food and farming issues. In London we are keen to build on the legacy of our London Food Link network to develop a new approach that can support food partnerships and community food projects and enterprises to improve their local food systems.

Role focus:

The **Food Growing and Networks Officer: London** will have a varied and exciting workload, working closely with the [Capital Growth](#) Coordinator and in collaboration with Sustain’s Local Action Team which covers our work on [Sustainable Food Places](#) (partnerships), [Good Food Local](#) (with councils) and wider work to support community food projects and enterprises.

The main responsibilities will be organising a programme of events, webinars, workshops and engagement activities, planning and delivering communications and carrying out administrative duties involved in organising events and managing a large network. There will also be significant data and information management and occasional research tasks.

You will play a key role in supporting multiple coordinators within the team. Acting as a point of coordination, you will also be responsible for drafting, collating, and reporting detailed project information and reports, ensuring that deadlines are met, and project momentum is maintained. You will spend approximately 3 days a week delivering Capital Growth activities and 1 day a week supporting the wider team.

[To learn more about this project please visit our website.](#)

Role & Responsibilities

Event planning

- Overall responsibility for planning and delivering a programme of Capital Growth and Local Action events and training sessions, including co-developing ideas, identifying venues, speakers, trainers and topics and managing promotions and bookings using Eventbrite and Sustain internal systems.
- Organising, attending and facilitating in-person events including recruitment of attendees, set-up, introductions, collecting and managing feedback, using Survey Monkey and other tools.
- Collecting and managing data to produce reports and reviewing impact of training and events.

Communications & social media:

- Overall responsibility for delivering the communications plan for Capital Growth, including website, press, social media, newsletters including use of Mailchimp.
- Creating written and video content for social media accounts on Facebook and Instagram.
- Promoting networks, reports, events and training through social media, partners, contacting relevant press.
- Writing blogs, news items and newsletters on different areas of work.
- Supporting the development of campaign ideas and new engagement tools.
- Liaising with design team and coordinator to 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.

Monitoring, data and research:

- Setting up and maintaining administrative systems, and ensuring that data and information is effectively collected, collated and analysed to monitor and evaluate our work and produce reports.
- Feeding into reports and sharing findings of our work with funders and other organisations.
- Supporting the Good Food Local project to collect and analyse data for annual benchmarking of councils and other relevant reports.
- Undertaking short desk-based research including gathering evidence of impact, producing case studies and exploring new campaign ideas e.g. Right to Grow and Right to Food and their embedding in council policies.

Network engagement and development:

- Overall responsibility for updating and maintaining the Capital Growth databases, processing applications, ensuring accurate contact details for gardens as well as records for London council and food partnership contacts and working with the Capital Growth Coordinator and Head of Digital to drive improvements to Capital Growth's Contact Relationship Management (CRM) system.
- Responding to enquiries, providing support and signposting for gardens, hubs and local networks and other community food projects.
- Supporting Sustain Coordinators with running regular meetings including Capital Growth's working party and inter-council network meetings as well as the Boroughs Food Group and other steering or project groups including agendas and note taking.
- Building relationships and ensuring Sustain has a presence
- Liaising with and visiting gardens and organisations, updating records, capturing content and taking part in London wide open days.
- Liaising with partner organisations and other relevant networks, to promote our work, support the network and recruit new gardens.
- Developing a programme of engagement and support for London based food organisations and projects, to create ideas for new areas of work and build engagement with existing Sustain programmes.
- Co-developing online publications, members resources and tools including citizen science tools to record harvest, monitor and enhance biodiversity, and indicators of climate and community resilience.

Administration and general:

- Assisting other project staff and volunteers with various tasks, including development of the network and fundraising ideas.
- Attending Sustain staff meetings and engaging with Local Action wider team.
- The postholder will also undertake any other responsibilities in connection with the work that may arise from time to time.

Fundraising:

- Supporting the team with administration regarding reporting and communication to current funders and taking part in future fundraising efforts as directed, including helping develop new ideas.

This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the charity. The post-holder will be expected to participate in this process, and we would aim to reach agreement on any changes.

Person Specification / What we're looking for

E = Essential, D = Desirable

Knowledge

- Some knowledge and understanding of food growing and its benefits for climate, biodiversity issues and/or health and wellbeing. E
- Understanding of working on a funded project. E
- Understanding of community food growing sector. D
- Knowledge and understanding of organisational networks. D
- Knowledge of London community food growing or broader community food sector. D
- Knowledge of the Sustainable Food Places network. D

Skills & Abilities

- Communication Skills: Clear and concise written and verbal communication skills and ability to interact with a range of people. E
- Organisational Skills: Ability to manage multiple tasks, plan time to prioritise effectively, adjust workloads and meet deadlines. E
- Attention to Detail: Meticulous approach to data entry, document management, and reporting. E
- Analytical Skills: Ability to gather and analyse data to identify trends and potential issues, including experience of conducting surveys. E
- Interpersonal Skills: Ability to build positive relationships with team members and engaging stakeholders. E
- Technical Skills: Proficiency in project management, spreadsheets (Excel), and other relevant tools. Ability to use Word, Excel and databases at an intermediate level. E
- Social Media Skills: Ability to use social media to create engaging content. E
- Ability to use Mailchimp, Eventbrite, Zoom and other online platforms. E
- Ability to be creative and engage in communication. D

Experience

- Office-based work using computers, email, data spreadsheets, excel, shared calendars and databases. E

- Event organising and management. E
- Data management and analysis of qualitative data. E
- Collecting monitoring and evaluation data. E
- Project planning and related admin and record keeping. E
- Writing engaging content including newsletters, news items blogs, press releases and social media posts. E
- Using social media, for work purposes i.e., planning campaigns, using schedulers, and analysing reach analytics. E
- Experience of undertaking research or developing new ideas. D
- Experience of facilitation, presenting at events or running workshops or meetings. D
- Experience of working with volunteers, community engagement or community groups. D
- Interest in community food enterprise. D
- Experience or understanding of working with local government. D
- Experience of writing reports, briefings and other communication materials. D

Qualifications and training

- Relevant experience in a similar project support and event organising role. E
- Minimum equivalent qualification in Maths and English at GCSE level or similar relevant proficiency. E
- Project management training or qualification or demonstrably equivalent work experience. D

Commitment

- Commitment to Equity, diversity, inclusion (EDI) and racial justice. E
- Commitment to sustainable food and farming. D
- Commitment to community-based action. D
- Ability to engage the public or community groups. D

- Creative idea generation with regards to community engagement and communication. D

Important information about the role

- Please note that all applicants must currently have the right to work in the UK.
- A DBS check is not a requirement for the role in the first instance. A DBS check or an enhanced DBS check may be necessary if the role develops into participation in events involving children, young people or vulnerable adults
- Evidence of qualifications will be required before an offer of employment is made.
- Satisfactory references are required before an offer of employment is made.
- The offer of employment may be withdrawn if you do not meet the criteria above.

Recruitment Privacy Notice

How we use your information

The purpose of this Privacy Notice is to tell you what personal information the charity collects from you, how and when it may be collected and what happens to it.

What information might we collect from you?

personal information and contact details (for example your name, address, 'phone number, date of birth, next of kin, professional body registration number, bank details and national insurance number)

special category of data (for example your ethnic group, health and criminal record)

contract information (such as start dates, hours worked, post, roles and salary)

work absence information (such as number of absences and reasons)

qualifications (and, where relevant, subjects taught)

details of your education, employment history, referees and permission to work in the UK.

When it may be collected

We will start collecting information when you apply for a job with us and if we offer you a job, as part of the pre-employment checks we carry out. If you go on to become employed by us, there will be other times and situations during your employment when we will need to collect and process additional information so we can perform our contract of employment with you.

Why we collect and use your information

We collect and use your information for a number of reasons.

- **When you apply for a job these include:**

to assess whether you meet the criteria required for the job/s

to communicate with you throughout the process.

- **When you are offered a job these include:**

to check you have the necessary permission to work in the UK.

to assess your suitability to work with children and/or vulnerable adults, if applicable.

- **When you start work with us:**

to pay your salary and other payments during any period/s of sick and maternity leave
to pay contributions to the charity's pension scheme and make your pension payments when you retire

to enable managers to make informed decisions when applying the charity's policies and procedures in relation to matters such as attendance, conduct and performance

to make referrals to the relevant occupational health service

to ensure we meet our legal obligations in relation to the employment of staff – for example in relation to permission to work in the UK and suitability to work with children and/or vulnerable adults, where applicable

to contact you during working hours if we are unable to do so using the charity's phone or e-mail system

to review the effectiveness of our policies in relation to equality and diversity

to inform the development of recruitment and retention policies.

The lawful basis for using your information

We collect and process this information for one or more of the reasons permitted by law, including:

to perform our contract of employment with you

to comply with the law

to assess your working capacity.

Whilst the majority of information we ask you to provide is essential to perform our contract of employment with you or to comply with the law, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

Storing this information

When you apply for a job but are not successful, we will hold your personal information for a period of 6 months.

In most other cases we hold personal information for as long as you are employed with us to enable us to perform our contract with you. If you cease to be employed by us we will hold your personal information for a period of 6 years. There are some

exceptions to the amount of time we hold your personal information and the type of information we hold.

Who we share your information with

Where necessary or required we share information with:

- a small number of external organisations whose systems we use for the provision of online HR software, annual leave management, payroll, training and career management solutions
- prospective employers where you have given your consent for them to request a reference from us
- our pensions administrator.

Why we share this information

We do not share information about you with anyone without consent unless the law and our policies allow us to do so.

Data collection requirements

We do not process your information with countries outside of the UK or European Economic Area (EEA) without the safeguards being in place that are equivalent to the UK Data Protection legislation or the General Data Protection Regulations (GDPR).

Most of the information we collect from you is stored on secure servers owned and maintained by Access (who support our HR system) within the EEA.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact the CEO.

You also have the right to:

object to processing of personal data that is likely to cause, or is causing, damage or distress

- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means

in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and

claim compensation for damages caused by a breach of the Data Protection regulations.

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office

Further information

If you would like to discuss anything in this privacy notice, please contact our Data Protection Officer by email, sustain@sustainweb.org.