

Stroud Community Agriculture

Membership and Engagement Coordinator

Job Description and Person Specification

Stroud Community Agriculture is a large biodynamic SCA in Stroud, Gloucestershire. We produce some 250 organic veg shares a week. SCA has been feeding the local community for 20 years, making it one of the longest standing SCAs in the country.

To apply for this role please email a resumé of relevant experience together with a cover letter to molly@gaianeconomics.org.

Closing date for applications: 25th April 2025.

Purpose of the role

- To ensure that our members get the best possible share from our CSA.
- To build the community of our farm, through supporting events on the farm and our volunteer programme and encouraging members to join in with both.
- To recruit new members to the farm through attending events and sharing information through local networks.
- Within our flat management structure, to be responsible for some of the administrative tasks within the Farm Team, particularly in relation to supporting the operations of the farm and to lend a hand as needed to other tasks.

Salary	£27,887 per annum pro rata
Hours	3.5 days (28 hours) per week
Job Type	Permanent
Location	Hawkwood
Key Relationships	Farm Team, Core Group, Volunteers and Members

Principle Roles and Responsibilities

Membership Recruitment and Engagement (1.5 day)

- Develop a membership recruitment and engagement plan to drive recruitment of members and ensure members feel connected with the farm and understand its ethos.
- Drive a programme of events and other activities to support recruitment, and engagement of members and volunteers.
- Administer systems to manage memberships effectively including enabling new members to join, existing members to change their shares and cancel when necessary, and managing the bursary programme.
- Keep information management systems and member records up to date including Excel, MailChimp, Xero, RoundCube & TextMagic.

- Working closely with the bookkeeper to ensure members' direct debits or other payments are up to date and ensure membership data speaks to finance systems and information as needed.
- Managing ongoing communication with members and being the first point of contact for them as needed, ensuring all communication complies with GDPR requirements.

Managing the Pack Shed and weekly shares (1 day)

- Plan and manage the weekly share.
- Liaise with Farm Team with regard to produce and veg share.
- Manage the bought in veg budget efficiently and maximise this and the farm-grown veg to ensure an attractive weekly veg share for members.
- Dealing with suppliers to manage bought-in items for the veg shares.

Volunteer Recruitment and Coordination (0.5 day)

- Develop a plan for volunteers that ensures the best use of our members' time, their enthusiasm and skills and maximise their contribution to the farm.
- Induct, coordinate and support regular volunteers and Work-Share workers on weekdays and occasional weekend volunteer days.
- Manage communication amongst regular volunteers via a Volunteers' WhatsApp group.
- Lead on keeping up to date on Volunteering Good Practice and ensure legal compliance with regards to volunteer involvement.

Additional tasks (0.5 day)

- Support the Farm Team with work on the Farm as capacity allows, including covering essential tasks for one weekend per month.
- Build relationships and networks in the Stroud District with other community farms and food projects to ensure we are connected to the community.
- Lead on occasional projects that are in addition to the core work of the farm as capacity allows and in agreement with the Core Group and Farm Team.

We currently operate on three sites with a team made up of 3 growers, supported by a Pack Shed Coordinator and a seasonal grower. The team uses a flat management structure, and each site has a lead grower.

You will be expected to work at the farm for a minimum of one day per week but can work from home at other times, using your own computer.

Person Specification

Attributes		Essential/desirable
Experience	Work in a Farm Pack Shed, Farm Shop or similar	Desirable
	Working with volunteers	Desirable
	Experience of managing simple budgets and project management	Desirable
Skills	Good basic IT and administrative Skills – competent in using spreadsheets and word documents	Essential
	Social media skills	Desirable
	A good communicator – able to communicate with a wide range of people and in a range of situations.	Essential
Knowledge		
Personal attitudes	Commitment to the aims and policies of SCA	Essential
	Creative and open minded with a willingness to innovate in pursuit of the objectives of the role	Essential
	Quick to learn new skills and knowledge	Essential
	A proven team player, able to work well in a small, committed team	Essential
Personal circumstances	Eligible to work in the UK	Essential
	Able and willing to work flexible, occasionally unsocial, hours as required	Essential
	Clean driving license	Desirable
Equality	Committed fully to the principle of Equal Opportunities for all in line with SCA policies	Essential

General points applicable to all SCA jobs:

SCA strives to be an Equal Opportunities employer and requires its employees to carry out their work in accordance with its policies on equality of opportunity in relation to employees and volunteers, in promotion of the SCA's policies and access to the SCA's activities.

1. SCA staff are required to abide by any policies in place to ensure, for example, health and safety at work, data protection, etc. as set out in the Staff Handbook
2. SCA staff may, from time to time, be required to provide written or oral reports to the Core Group
3. SCA staff should be open to developmental needs which may arise and work with their Farm Team colleagues and Core Group "Buddy" to address these needs through training or other routes.
4. SCA staff are encouraged to identify and make recommendations to the Core Group on improving the systems within the organisation.
5. SCA staff are expected to participate fully in the organisation's teamwork ethos and operate within its flat management structure, attend staff meetings, share team duties and responsibilities, and develop their work in cooperation with other colleagues.
6. SCA staff are expected to promote and develop the role of volunteers within their area of responsibility in liaison with Farm Team colleagues and in accordance with the current policy on the management of volunteers.
7. Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated routines and duties are naturally included in the job description. SCA staff are expected to undertake any other reasonable tasks as requested by the Core Group and their Farm Team colleagues.

This job description will be periodically reviewed in consultation with the post holder.