

Bite Growing Coordinator: Job Description

Position:	Bite Growing Coordinator
Responsible to:	Bite Development Worker
Responsible for:	Co-ordinating Growing Activities across Bite Growing Sites
Overall purpose:	To enable Bite Veg Bags to have access to produce grown on Bite partnership growing sites and to devise and implement the overall Site Designs and Planting Plans for Bite's Urban Market Gardens (UMG); to work with staff from Manchester Mind and Manchester Mental Health and Social Care Trust and other potential partners to make the sites as productive and financially viable as possible. Coordinating production of produce into Bite Veg Bags and Cafes within the partnership.

Main activities:

To maintain and develop sites in line with the site designs and planting plans

- Develop the infrastructure and hard landscaping of sites as appropriate and within agreed budgets.
- Ensure that the requirements of organic certification are met through an appropriate scheme for the project.
- To oversee the long-term fertility and structure of the Urban Market Gardens'(UMG) soil, through good soil care; green manures; managing compost production from plant residues and other acceptable organic sources; and acceptable organic inputs where appropriate.
- Produce planting and cropping plans which reflect the needs of Bite Cafes and the Bite Veg Bag business, and which innovate in order to increase income generation, the ultimate objective being financial independence for the UMG.
- Ensure sites are planted up and maintained accordingly.
- To support the Bite Development worker with the expansion and movement of UMG sites as and when appropriate/ required.

To generate income by supplying produce appropriate to the needs of the Veg Bag Scheme and Cafes.

- Work with the Bite Development Worker, volunteer Bagging & Delivery Coordinator and Café staff to ensure that systems for supplying produce to the Veg Bag Scheme and the Cafes run smoothly.
- Ensure that produce is harvested, packed and delivered according to the above systems and in line with 'product descriptions', the requirements of the organic certification scheme and Trading Standards.

- Train and supervise service users, volunteers and apprentice growers to support with the harvesting and packing of produce.
- Provide stock control on packing materials and work with the office administrator to ensure adequate supplies are maintained
- Work with the Bite Development Worker to develop ideas about how produce can be 'value added' or diversified so as to generate further site income and ensure those ideas are incorporated into the planting plans when appropriate.

To ensure records of yields and other appropriate information are kept.

- Keep adequate records of what works, what doesn't, lessons learnt etc in order to enable site designs and planting plans to be adapted and so that others can learn from our experiences.
- Monitor yields, assess income generating potential and meet the annual targets for income generation from site produce.
- Keep all records required for organic certification and deal with any inspections.

Support the development of therapeutic horticulture sessions for people with mental health needs alongside staff from Manchester Mental Health & Social Care Trust

- Identify tasks suitable for service users and volunteers according to need.
- Provide informal and formal training for service users and volunteers
- Ensure all volunteers and visitors to the UMG are safe, welcomed and supported.
- Support the use of assessment methods in order to record, monitor and evaluate individual achievements, which may include making initial assessments, planning daily tasks and supporting individuals often using a diary system;
- Liaise with staff from Manchester Mind and Manchester Mental Health & Social Care Trust as appropriate
- Provide details of 'move on' opportunities to volunteers and service users as appropriate

To be an effective team member of Bite and Manchester Mind.

- Attend meetings with other staff, site meetings and team meetings as appropriate.
- Provide essential cover for other Bite staff as required.
- Carry out any organisational tasks as necessary to ensure the smooth running of the project.
- Develop and maintain good working relationships with all staff involved in the Bite partnership

To ensure good standards of health and safety are maintained on all sites

- Ensure all volunteers and visitors to the UMG are safe, welcomed and supported.
- To ensure sites, tools and buildings conform to basic health and safety standards.
- demonstrate the use of tools and materials to ensure they are used safely.
- Work with the office administrator/Bite Development Worker to ensure annual risk assessments completed and actions implement.

Bite Growing Coordinator: Person Specification

E = Essential

D = Desirable

KNOWLEDGE AND EXPERIENCE	
Working in food growing or other horticulture setting	E
Working with people in a team and/or group setting who have a variety of needs	E
Knowledge of organic growing and of the requirements of organic certification	E
Experience of developing recording and monitoring systems	E
Knowledge of safe working practices in relation to horticulture	E
First aid qualification	D
Horticulture qualification	D
SKILLS	
Ability to liaise with a wide range of people and organisations	E
Ability to take initiative and make decisions	E
Ability to be adaptable in your approach and to be flexible to meet the needs of the organisation	E
Ability to communicate with different people and through different mediums	E
Ability to maintain office systems and procedures	E
PERSONAL	
Ability to travel around Manchester	E
Willingness to engage with supervision and undertake training	E
Interest in sustainable food and farming agenda	E
Interest in the role of food and health, in particular, mental health	E
Adhere to Manchester Mind's policies and procedures	E
Direct or indirect experience of mental distress	D