

*The Landworkers' Alliance – A union for farmers, growers, foresters and land-based workers, striving to improve the livelihoods of our members and create a better food and land-use system for everyone.*

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



## **The Landworkers' Alliance – Member Services and Support Coordinator**

**Hours:** 2 days (16 hours) per week

**Duration:** Contract to 31st March 2023

**Location:** Working remotely with the capacity for some travel

**Remuneration:**\* £11,648 gross annual salary PAYE (£29,120 pro rata). With 1.5% annual increase, subject to review. Statutory pension contribution and holiday allowance.

**Start date:** end of November or ASAP

**Closing date for applications:** Midnight 25th October

**Interview period:** Middle two weeks of November (exact date TBC) via Zoom

**Website:** [landworkersalliance.org.uk](http://landworkersalliance.org.uk)

*\*The LWA has a pay parity policy and flat payment structure, with all workers paid at the same rate.*

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.

We are a dynamic and vibrant organisation that is entering an exciting phase of growth. Over the coming years we aim to significantly increase our membership base and expand member support and services, scale-out our projects and programmes, significantly advance our positions in policy making and develop our internal governance and organisational capability for this ambitious stage of growth.

### **Mode of Working:**

The LWA is a members' cooperative represented by a Coordinating Group of directors elected by those members at the Annual General Meeting. The Coordinating Group steers the strategic, financial, governance and political work of the organisation and is also legally responsible for the management and operation of the LWA. Staff work in line with cooperative principles and in addition to specific job responsibilities may be required to participate in General Meetings and work teams as part of their hours, or additional paid time if needed.

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



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We are committed to our [Equal Opportunities policy](#) and we welcome and encourage applications from anyone interested in this role who feels they have the relevant experience and skills.

### **Role overview and job description:**

This is a 16 hours per week role funded until March 2023 as part of a project aiming to improve the capacity, reach and uptake of direct-to-customer and short supply chain sales models in local and agroecological food, and to develop the LWA's services and support work in other areas of use to our members.

As a grassroots union, supporting members is essential to our work. It is a core part of our vision of improving the livelihoods and increasing the skills and capacity of agroecological producers, supporting a generation of diverse new entrants onto the land, and building practical, working solutions to the issues we face. This role will assist members with the many challenges and opportunities they face, and contribute to the strategic development of this area of our work.

This role will work closely with the Project Coordinator - Building Resilient Local Food Systems, the Communications Coordinator, the Member Recruitment and Engagement Coordinator, Membership Secretary, LWA members helping with support work and the Coordinating Group of the LWA.

### **Specific responsibilities of this role will be to:**

- Provide support and advice to farmers who want to establish direct sales and local supply chain models. This will include support in writing business plans, assessing viability of models and linking farmers with others who are already operating similar models
- Respond to or delegate responses to general member support queries by email and over the phone
- Coordinate our helpline for emergency queries
- Offer appropriate information for the different policy environments of England, Scotland and Wales
- Create new documents, case studies, webinars and podcasts, update existing documents and collate existing materials for member support on issues including:
  - Setting up direct sales models and short supply chains
  - Fundraising and finance options
  - Guidelines and case studies for Environmental Health for on farm food processing
  - Planning case studies and advice
  - Business plan templates, sample business plans to meet different needs

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- Tenancy / lease options
- Terms of employment
- Conflict resolution
- Organisational structure and governance information
- Signpost to third party resources and experts for specialist technical advice
- Share best practice via LWA website and forums
- Coordinate the strategic development of this area of our work to meet the needs of members and reach targets in our development plan.
- Collaborate with other food, farming and forestry organisations to develop mutual benefits for members

### **Person Specification:**

We hope to appoint someone for this role who has the following skills and experiences:

- On the ground experience of running a small farm enterprise
- Strong communication and facilitation skills
- Knowledge of the policy environment and differences between technical regimes applicable to England, Scotland and Wales
- Research and writing skills
- Experience of grassroots organising
- The ability to work in a diverse team, develop work plans, monitor progress, self manage and keep organised, work autonomously where necessary and report on work done to the Coordinating Group.
- Skilled in using multiple communication tools
- An understanding of the history, objectives, members and vision of the LWA
- Knowledge of the organisations working on food and farming in the UK
- A passion and demonstrable commitment to movement led change to develop food sovereignty and agroecology

### **How to apply**

**Send (max) 3 pages written response or (max) 5 minutes audio / video**

1. What experiences do you think qualify you for this role, and what skills will you bring to this work?
2. Which part of this role do you think you would find the most challenging?
3. How would you approach supporting members with specific enquiries (eg: member getting in touch wanting help with a planning application)?



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4. Beyond the responsibilities outlined here what areas would you think about including in the strategic development of this role to bring more support to members?

Please attach an example of a written piece of work that you have produced or contributed to that is intended as a source of information and/or guidance on a subject of your choice. This could be a case study, report, pamphlet, blog post, policy briefing, article or other format. Please also attach a short CV (max 2 pages), this can be written, or an audio or video file, and the contact details of two people we can approach for references.

Please send your application to [admin@landworkersalliance.org.uk](mailto:admin@landworkersalliance.org.uk) with 'Member Services and Support Coordinator' in the subject heading.

We will endeavour to contact all applicants individually but as we are a small team working part-time this may not practically be possible. If you have not heard from us by mid-November please assume that unfortunately you have not been selected for interview this time.

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