



Community Supported Agriculture (CSA) Network UK Policy and Communications Manager

The CSA Network UK is looking for a new part-time team-member to work alongside the Network Coordinator. Together the two staff members will work towards the network vision of a CSA in every UK neighbourhood.

Hours: 16 hours per week

Salary: £28,600 pa (pro rata)

Location: Home based

Supervised by: CSA Network Coordinator

This post is grant funded until March 2021. Thereafter it is dependent on securing continued funding.

The Policy and Communications manager will work closely with the Coordinator to determine the strategic direction of the network and work with key stakeholders and partner organisations to establish beneficial relationships that extend and develop the CSA movement in the UK.

The two staff members will mutually agree and take on project management of different elements of CSA network activity to ensure progress against the business plan.

You will:

- Carry out policy and advocacy work for the Network, for instance attend policy meetings and contribute to consultations
- Devise a publicity and marketing strategy for the Network to oversee and manage promotion of the Network to external stakeholders via events, mainstream media, website, social media and other appropriate methods of communication.
- Be responsible for communications and marketing for the Network, for example oversee and manage promotion of the Network to external stakeholders, via events, press, website, social media and other communications
- Produce and maintain engaging content across appropriate social media platforms.
- Monitor and report on social media analytics to ensure interactive goals being met
- Work to recruit Network supporters and donors
- Work with the Network Coordinator and board to ensure targets and milestones are met or exceeded within budget and in line with delivery schedules in funding bids
- Coordinate the mentoring programme
- Be responsible for monitoring and evaluation of Network activity
- Produce and distribute Network newsletter
- Recruit and manage volunteers as required

- Support the Network Coordinator in ensuring all legal and regulatory requirements for the network are met and relevant policies and procedures are in place, up to date and effective
- Provide support to members through mentoring, advice, resources etc
- Develop, support and record research relevant to the network
- Maintain contacts database for members and supporters, and manage membership subscriptions and renewals

You will also:

- Support the financial management of the network
- Support the Network Coordinator in managing relationships with funders and seeking funding for network activity
- Support the Network Coordinator in updating and measuring progress against the business plan
- Contribute to project reports for funders
- Organise regional networking and training events, and national conferences and AGMs
- Develop and foster partnerships with other organisations and manage these relationships

Conditions of employment

- Home-based and have existing use of home office/IT and internet
- Travel and subsistence at cost and using own car at £0.45 per mile or £0.18 per mile for bicycle
- Regular travel is required around the UK and sometimes overseas.
- Evening and weekend work may also be required occasionally

Person Specification

We are looking for an experienced project manager with a strong commitment to local and sustainable food and skills in policy and communications.

Essential Skills and Experience

- Demonstrated ability to develop and maintain professional networks.
- Project development and management
- Excellent spoken and written English and the ability to adapt written materials to different audiences.
- Excellent ICT skills, including experience of websites and databases
- Marketing and communications experience including social media
- Monitoring and evaluation experience
- Experience of policy work within a food and/or environmental context
- Knowledge of community supported agriculture and agroecological farming.
- Well-organised and have good attention to detail

- Ability to work alone with minimal supervision
- Excellent teamwork skills

Desirable Skills and Experience

- Experience of remote working or an understanding of the challenges and opportunities of working remotely as part of a small team.
- Experience of managing an organisation
- Experience of working with volunteers

How to Apply:

Please send us a CV (no more than 2 A4 Pages) and a supporting statement setting out why you would be the best person for the job and your relevant skills, knowledge and experience (no more than 2 A4 pages)

This should be sent to: csanetworkuk@gmail.com

Closing date: 12midnight on Sunday 11th October

Shortlisted candidates will be informed by 5pm on Friday 16th October. Interviews will take place on Tuesday 20th October via zoom.

We would like the successful candidate to start as soon as possible. Please indicate in your application the earliest date you would be able to commence work.

Background Information

About Us:

Community supported agriculture (CSA) is a radical approach to the production and supply of food that builds strong, close and mutually beneficial partnerships between communities and producers. CSA is defined as a partnership between farmers and consumers in which the responsibilities, risks and rewards of farming are shared.

The CSA Network UK is the only organisation dedicated to promoting community supported agriculture (CSA) across the UK.

We support and promote CSA farms to flourish across the country, working towards a fair, sustainable and resilient food system by:

- Providing a network to facilitate communication, co-operation, knowledge sharing and capacity building between UK CSAs
- Supporting new and existing CSAs with resources, training, events and mentoring
- Promoting and raising awareness and understanding of the CSA model
- Representing the interests of the UK CSA movement to policy makers
- Linking to the global CSA movement.

Our vision is a CSA in every UK neighbourhood.

Our history: Whilst CSA is a common concept in many other countries including the USA (over 12000 CSAs) and France (over 2000 CSAs), in the UK it has been slower to take off. There are currently around 130 UK CSA farms but the number is growing each year. From 2007- 2012 the Soil Association ran a project to encourage the growth of CSAs in the UK. This work brought together CSA farmers who decided, when the Soil Association programme came to an end, that they needed an independent network. In 2013 the CSA Network UK was founded as an Industrial and Provident Society. Our current Chair is Ben Raskin, Head of Horticulture and Agroforestry lead at the Soil Association, a Director of the Organic Growers Association and Co-chair of the Defra Edibles Horticulture Roundtable. Other board members include founder members and directors of a number of CSAs, researchers and the in-house growing manager for Lush Cosmetics.

You can find out more at www.communitysupportedagriculture.org.uk