



### **Community Supported Agriculture (CSA) Network UK Membership Manager**

The [CSA Network UK](#) is looking for a new part-time team-member to work alongside the Network Coordinator and the Policy and Communications Manager. Together the three staff members will work towards the Network vision of a CSA in every UK neighbourhood.

Hours: 16 hours per week

Salary: £31,858

Location: Home based

Supervised by: CSA Network Coordinator

This post is partially grant funded until October 2027. Thereafter it is dependent on securing continued funding.

The Membership Manager will work closely with the Coordinator to support the Network membership. The postholder will also support the development of 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 three staff members will mutually agree and take on project management of different elements of CSA Network activity to ensure progress against the business plan.

We very much welcome applications from those involved in running a CSA but this is not a requirement of the role.

You will:

- Support the membership of the network through communicating with members, managing subscriptions and providing support to members through mentoring, advice, resources etc
- Support new members and welcome them into the network
- Maintain contacts database for members and supporters, and manage membership subscriptions and renewals
- Work with the Policy and Communications Manager to ensure members are well represented on our website and in our comms
- Develop and support the delivery of member focused training including the established Grow Your Own CSA course, the face to face Setting up and Scaling up Your CSA course, the Network Masterclass series and other training and events as appropriate
- Work with the Network Coordinator to deliver the mentoring programme
- Deliver our CSA Incubator programme when funding allows
- Develop and deliver internal CSA Network events including regional gatherings and the AGM

- 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
- Be responsible for monitoring and evaluation of membership, training, mentoring and events

You will also:

- 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
- Develop and foster partnerships with other organisations and manage these relationships
- Support the financial management of the network
- Represent the CSA Network at events and meetings
- 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
- Carry out other administrative tasks on behalf of the network (network administration is shared across the three staff members)
- Project manage where appropriate (project management is shared across the three staff members)

### **Conditions of employment**

- Home-based and have existing use of home office/IT, office software 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 someone with excellent skills and experience across administration, member support and project management and with a strong commitment to local and sustainable food.

### **Essential Skills and Experience**

- Experience of managing and / or supporting a membership-based organisation
- Excellent ICT skills including use of Zoom and Excel
- Experience of supporting training delivery
- Event management experience
- Ability to communicate effectively with a wide range of audiences and enjoy talking to people
- Experience of monitoring and evaluating events and training courses

- Well-organised and have good attention to detail
- Ability to work alone with minimal supervision
- Excellent teamwork skills
- Understanding of community supported agriculture and agroecological farming

### **Desirable Skills and Experience**

- Ability to develop and maintain professional networks
- Project development and management experience
- Experience of remote working or an understanding of the challenges and opportunities of working remotely as part of a small team
- Administrative experience
- Experience of food growing/farming

### **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: [coordinator@communitysupportedagriculture.org.uk](mailto:coordinator@communitysupportedagriculture.org.uk)

Closing date: 12 midnight on Sunday 26 April 2026

Shortlisted candidates will be informed by 5pm on Thursday 30 April. Interviews will take place on Thursday 7 May 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:**

CSA is a common concept in many other countries including the USA (more than 12,000 CSAs) and France (more than 2,000 CSAs), but in the UK it has been slower to take off. There are currently around 130 UK CSA farms and 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 (IPS). Our current chair is Ben Raskin, agroforestry lead at the Soil Association.

You can find out more at [www.communitysupportedagriculture.org.uk](http://www.communitysupportedagriculture.org.uk)