



Job Title: Volunteer VegBox Assistant (Packing and Logistics)
Hours: 1-2 days per week (3 month commitment), Wednesdays and Thursdays.
Start Date: ASAP
Application Deadline: Monday 8 August 2016, 00h00 (midnight)
Website: www.suttoncommunityfarm.org.uk

This is an exciting opportunity to learn about the systems and processes behind the distribution of the produce grown by a pioneering local food project and London's most productive community farm.

Sutton Community Farm is a not-for-profit social enterprise with a mission to increase access to fresh, healthy, sustainable food and provide a shared space for the community to cultivate skills. We operate a [VegBox delivery scheme](#) with over 180 customers in the local area buying a weekly VegBox delivered to their home or a pick-up point. We are aiming to increase customer numbers to 300 over the next year and you can help us get there!

Responsibilities and scope of job

The volunteer Packing and Logistics Assistant will work closely with the VegBox team to help us ensure we get the right produce out to the right people at the right time. We are looking for an enthusiastic person with lots of energy and a good grasp of systems who'll be comfortable coordinating other volunteers and overseeing the main packing processes on Wednesdays and Thursdays. This role involves a fair amount of physical work such as lifting and carrying and so we're looking for someone who's happy to get their hands dirty!

There may also be opportunities to work with the Marketing and Communications Volunteers on the following:

- **Maximising use of social media:** Twitter, Facebook and Instagram
- **Updating website content:** blogging and weekly VegBox postings
- **Market research:** identifying and developing sales opportunities eg. events and promo locations, as well as potential new pick-up points
- **Events:** assisting at markets, pop-ups and farm promo events
- **Design opportunities** (if applicable)
- **Drafting newsletters and weekly recipes**
- **Helping to maintain our database of customers and contacts**

This is a voluntary position: minimum 1-2 days per week, 3 month commitment. A contribution towards travel expenses is offered. Volunteers are welcome to a share of the harvest and are encouraged to take home surplus vegetables when available.

We are a highly motivated team, passionate to create positive relationships between people and food. We farm with organic principles and strive to be a deeply sustainable business. We are driven by values of respect, transparency, quality and integrity. We aim to make our farm accessible to all and are committed to ensuring that everyone is treated fairly. You can find out more by reading our [Equal Opportunities Policy](#).

How to apply

To apply please send your CV and a brief covering letter to Robyn Knight:
vegbox@suttoncommunityfarm.org.uk