



**Job Title:** VegBox Project Assistant  
**Start Date:** Monday 20th January - may be flexible  
**Hours:** 26 hours / week (Mon AM, Wed, Thurs, Friday)  
**Salary:** £8.55 / hour  
**Contact length:** 6 months  
**Probationary period:** 3 months  
**Location:** [Sutton Community Farm, South London, SM6 0SH](#)

## **JOB PROFILE**

### **Purpose of the position**

We are seeking a VegBag Assistant to support the running of our vegetable bag delivery scheme. The scheme currently operates with 150+ weekly customers in the local area. The VegBag Assistant will be responsible for:

- **Project administration**
- **Supporting customers:** providing a high standard of customer service
- **Coordinating the distribution of VegBags:** making sure we get our veg to people on time
- **Supporting sales and marketing:** so more people hear about us.

This role is suitable for an individual interested in a customer-focused role, working with a social enterprise in its start-up phase. The individual will be highly organised with an interest in food, sales and marketing.

The individual will gain experience in the environmental sector, and be part of an exciting social enterprise that's creating a local sustainable food system.

### **Duties and responsibilities**

- Preparing customer orders
- Helping design the VegBags
- Coordinate packing of bags and distribution
- Supporting customers: dealing with enquires and managing orders
- Payment checks
- Maintaining relationships with pickup points
- Distribution of leaflets and posters to pick up points
- Using social media
- Helping recruit and retain customers e.g. through mailings and events.
- Any other relevant activities

### **Qualifications and skills level**

- Highly organised, and competent with complex workloads
- Strong communication skills: written and verbal
- Good customer skills
- Competent with computers - spreadsheets, PDFs, word, social media
- Understanding of, and commitment to sustainable agriculture and farm ethos
- Clean driving license preferable

## **Sutton Community Farm - About us**

Sutton Community Farm is London's largest community farm, a not-for-profit social enterprise growing fresh vegetables using organic principles, as well as providing a shared space for the local community to cultivate skills.

We aim to make our Farm accessible to as wide a range of the public as possible and are committed to ensuring that everyone is treated fairly. You can find out more by reading [our Equal Opportunities Policy](#).

As an organisation, we also believe in fair pay. All our staff are paid above the London Living Wage and we maintain a low pay ratio. This means that the highest paid member of staff is paid no more than 1.6 times the lowest paid member of staff.

## **Position in organisation**

Sutton Community Farm is a small enterprise with seven employees. The VegBag Assistant will work closely with the Sales and Marketing Manager, and report to the Farm Director.

## **How to apply**

To apply please send your CV and covering letter to Sam Smith: [vegbox@suttoncommunityfarm.org.uk](mailto:vegbox@suttoncommunityfarm.org.uk).

**Deadline for applications:** 5pm, Wednesday 20th November for interviews the following week.

**Date of interviews:** W/B 25th November

**Start date:** Monday 20th January. We may be able to be flexible