



## **Now Recruiting - Events & Visits Coordinator**

**Start Date:** ASAP

**Duration:** Ongoing pending successful three month probationary period.

**Responsible for:** Coordinating our events programme and group visits

**Hours:** 8 hours+ per week worked flexibly including some evening and weekend events.

**Rate of Pay:** £9.50/h, staff discount at a number of locations; and an employer contribution pension.

**Location:** Our shop and cafe at 349 Victoria Road, Glasgow

### **About Us:**

We're a social enterprise food business which exists to help build more sustainable local food systems which are better for society, the environment and our local communities.

We started trading in 2012 with £5k startup and have grown over time into an enterprise which now employs over 50 staff and has a turnover in excess of £2.6million. Our activities currently include:

- Running a large grocery store at 349 Victoria Road on the south-side of Glasgow which focuses on local, organic, zero waste foods and hosts our organic cafe.
- Locavore Trading - Our wholesale arm which imports organic groceries direct from producers and sells direct to progressive independent retailers around the UK.
- Growing organic fruit and vegetables across three sites in and around Glasgow with plans to increase this further through our proposals for Bellahouston Nursery: <https://glasgowlocavore.org/bellahouston-project/>
- Our veg box service which provides over 1000 households per week with mixed boxes of organic produce.
- Our wholesale produce service to local cafes, shops and restaurants.

We also help new growers get started through our Grow the Growers programme and help those facing food poverty through our Good Food Fund.

### **Find out more:**

[www.glasgowlocavore.org](http://www.glasgowlocavore.org), [www.facebook.com/GlasgowLocavore](https://www.facebook.com/GlasgowLocavore)

### **About this role and what we're looking for:**

We're looking for someone to take on the role of organising events and visits at Locavore.

Over the last year we have run many events including film screenings, talks, swap shops, foraging sessions and workshops. These initially were funded by Zero Waste Scotland but over the last 3 months have continued on the basis that the events cover the cost of organising them. We have been successful in doing this.

Over the next year we want to continue running events in the same vein. There are effectively three strands to the role:

- Organising events which we fully organise and deliver in house. These have included film screenings, talks organised by us on our chosen subjects. This year we would like to have a focus on climate change, fairer economies and (of course) local organic food.
- Working with partners to make use of space for events which complement what we do. These have included green cleaning workshops, foraging walks and talks organised by other organisations.
- Hosting visits and giving tours to schools and other groups who want to learn about what we do and the social issues we exist to address.

You can see a list of most of the events that we have organised over the last year or so here: <https://www.facebook.com/pg/GlasgowLocavore/events>

To carry out the above we're looking for someone with knowledge and passion for the subjects covered who is confident to work on their own initiative to develop and deliver a successful events calendar and visits programme.

You will need to be able to work quickly, efficiently and creatively to deliver engaging events with a tight budget and limited preparation time. The role will be roughly 70% desk based organisation and 30% delivery of events and involve bringing together small teams as required to deliver events and visits.

### **How to apply:**

The closing date is 8am on Wednesday the 19<sup>th</sup> of June.

Please submit a CV (max 2 pages) along with a cover letter outlining why you want to work with us and what you think you could bring to the role in terms of experience, skills and ideas.

Applications should be by email to [recruitment@glasgowlocavore.org](mailto:recruitment@glasgowlocavore.org) and the subject heading should be 'Application – Events & Visits Coordinator'.

Thanks for your interest!