LESS CIC

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Dear candidate,

Thank you for downloading the Application Pack for the current vacancy at LESS for Closing Loops REconomy coordinator. Contained within this document are instructions on how to apply and a job description. It also contains information about the job and a person specification.

What do we mean by REconomy? *Inspired by the philosophy of regeneration, a regenerative enterprise operates in a way that enhances the health of the nested systems it's part of. This may involve collaborating with others to generate multiple forms of capital; nurturing the wellbeing of all workers and operating in a way that increases the capacity of communities, ecosystems and the networks they are connected to.* ***A regenerative economy or REconomy*** *is an extension of this concept - seeing networks of enterprises (or enterprise ecologies) working collaboratively to generate multiple forms of capital; enhancing the health of the systems they are part of.*

About LESS

LESS is a Community Interest Company based in Lancaster. It was set up in March 2007 to provide practical support to help the residents of Lancashire live more sustainably. It seeks to help communities to live within their fair share of the planet's resources while enabling everyone to meet their needs for a healthy home, food and environment.

As a Community Interest Company, LESS is a not-for-profit organisation.

As part of its work, LESS sits on the FoodFutures partnership and currently employs North Lancashire's FoodFutures coordinator.

Background to FoodFutures and this role

FoodFutures is North Lancashire's award-winning regional food partnership. It is working to build a collaborative community of practitioners, policy makers and researchers working on food matters in the local area. It is made up of representatives from the local farming community, local food businesses, the public sector, Lancaster City and County Council, NGOs, community food groups and our local academic institutions, including Lancaster University (LU).

In 2019 the partnership was awarded a Bronze Award from the National Sustainable Food Cities (SFC) network (now known as Sustainable Food Places (SFP)) and has since been working towards a Silver Award.

As part of this work, FoodFutures has facilitated a food strategy co-development process. This led to the launch of 'Our FoodFutures: a community food strategy for North Lancashire' in 2021: foodfutures.org.uk/food-strategy

Since the strategy launch, the partnership has sought funding to practically take forward elements of the strategy. The Closing Loops project and this role is the outcome of this work so far.

This role will work closely with the Closing Loops project team and the FoodFutures partnership to take forward elements of this community food strategy as part of the Closing Loops project - a 5 year project funded by the National Lottery Climate Action Fund.

For more information about FoodFutures and LESS see www.foodfutures.org.uk and lessuk.org

The timetable for this recruitment is as follows:

Application closing date:	25th February 2022
Short-listing:	w/c 28th February 2022
Interviews:	7th and 9th March 2022
Starting date:	4th April 2022 subject to negotiation

If you are short-listed for an interview, you will be notified by email and telephone. You may be required to undertake a short summary exercise and bring it to the interview. We will forward more details to you prior to the interview.

There will be the possibility of flexibility in the times you work, but we expect for at least part of your hours to be worked on a Monday or Wednesday to coincide with the FoodFutures coordinator.

How to apply

To apply please email anna@lessuk.org with a cover letter (two pages maximum), your curriculum vitae (CV) and details of two referees by the 25th February 2022.

Please refer to the Job Description and Person Specification when writing your cover letter.

Role Description

Job title: Closing Loops REconomy coordinator

Responsible to: Closing Loops project coordinator (line manager) and LESS Directors

Salary: £20,280 (starting salary) for 30 hours a week

Hours of work: This post is 30 hours per week. Some weekend and evening work will occasionally be required.

Contract: 5 year fixed term

Purpose of job: To coordinate and oversee the delivery of the REconomy element of work in the Closing Loops project: stimulating a regenerative economy in North Lancashire.

The four key intended outcomes for this project are:

1. Zero waste initiatives, closed loop enterprises and sustainable consumption lifestyles start to become normalised and a source of local inspiration for people of all backgrounds **[Images]**.
2. There is increased access to opportunities to learn about and develop the skills needed to support, be supported and initiate zero waste initiatives, regenerative enterprises, sustainable consumption and lifestyle practices **[Skills]**.
3. Locally sourced, seasonal, sustainably produced and packaged food and other goods are more accessible across the District and infrastructure is in place to support a range of people and organisations to re-distribute, compost, re-sell, re-purpose and re-cycle ‘waste’ **[Stuff]**.

4. There is a thriving Re-Economy in which local communities are shaping a local, regenerative economy in terms of local enterprise but also community networks, community assets, resource sharing and projects. Collective learnings, social and carbon impacts of this project are captured, evaluated and shared widely to inform wise climate action elsewhere **[Scaling Out]**.

This role would seek to:

- Complete and publish a REconomy feasibility piece of work that maps current waste streams across the District; identifying gaps and opportunities for closed loop and other regenerative enterprises.
- Complete and publish a feasibility piece of work that identifies locations for potential food hub distribution points.
- Oversee effective communication and engagement strategies that extend the reach of the project beyond 'the usual suspects' - using a range of communication channels and approaches.
- Create a suite of accessible resources and tools to support people and organisations in doing health checks and designing towards becoming/ starting a regenerative enterprise.
- Deliver a series of deliberative events to inspire and support individuals, groups and local enterprises in: exploring the concept of regenerative economies and enterprises and how these could look here in North Lancashire; developing proposals to pitch as part of a participatory budgeting process.
- Develop, implement and evaluate a programme of training, events and resources to provide business development support to emerging REconomy enterprises.

Place of work: Your place of work will be The Storey in Lancaster and home working where required. The post will involve some travel within Lancashire and occasionally further afield.

Responsibilities:

1. Proactively coordinate the development and delivery of a Closing Loops REconomy feasibility work and work plan - reaching a wide range of stakeholders and ensuring this strand of work is delivered within budget and on time.

2. Work with the Closing Loops project team, FoodFutures working groups and key stakeholders to develop and deliver REconomy mapping and feasibility work. This will include mapping current waste streams across the District, identifying gaps and opportunities for closed loop and other regenerative enterprises, identifying locations for potential food hub distribution points.
3. Collaborate with the Closing Loops Community Engagement and Marketing Coordinator and FoodFutures Communications coordinator to write content for communications channels and update the local food directory to include current zero waste and sustainable consumption initiatives throughout the project duration.
4. Deliver a series of events throughout the project to support individuals, groups and local enterprises in developing proposals for the participatory grant giving process.
5. Develop, implement and evaluate a programme of training, events and resources to provide business development support to emerging REconomy enterprises. This will include identifying and commissioning external organisations and individuals to deliver training and skills sharing as required.
6. Manage and report on a REconomy budget which includes funding for events and commissioning business support.
7. Liaise with CVS and the monitoring and evaluation team to oversee the monitoring and evaluation of initiatives funded through the participatory grant giving to capture data to inform impact evaluation.
8. Actively participate in Closing Loops project meetings - enabling the successful joined-up delivery of the project as a whole.
9. Liaison and networking with individuals and organisations relevant to REconomy, Closing Loops project, FoodFutures partnership and community food strategy - representing organisations and the project at events as required.
10. Attend and actively contribute to FoodFutures Food Economy and Procurement Working Group meetings, developing the group's strategy and its network of support.

Person Specification

Qualifications

- Educated to A-level standard or equivalent as a minimum.
- Driving licence

Essential

- Project management experience, including planning, monitoring and evaluating projects and managing budgets.
- Experience of collaborative working.
- Evidence of organisation of participatory events.

- Experience of working with the private and third sector.
- Experience of developing project strategy and business plans
- Awareness of regenerative enterprises and REconomy work happening elsewhere.
- Excellent written and verbal communication skills.
- Excellent IT skills, including experience of working with shared documents on googledrive, online meeting platforms (including zoom), email, word-processing, mailchimp, wordpress, survey monkey, excel, use of the internet etc.
- Efficient at prioritising and organising own work, and working without direct supervision.
- Experience of working with a diverse range of stakeholders.
- Able to apply, and help to improve, organisational policies and procedures.
- Enthusiastic and knowledgeable about climate change and regenerative economics.
- Willing to be creative and try out new methods and ideas.
- Flexibility to work occasional evening and weekend days.
- Willing to travel (ideally by sustainable modes of transport, where feasible) within North Lancashire and South Cumbria.
- Evidence of developing and delivering an effective community engagement and marketing strategy that utilises a range of online and offline platforms.
- Ability to prioritise and organise work, and to work without direct supervision.

Desirable Skills and Experience

- An awareness and interest in food sovereignty, alternative food models and economies.
- Experience of supervising and supporting staff and volunteers.
- Experience of working with shared governance systems such as sociocracy and holacracy.
- Experience of working with social enterprises and/or cooperatives and/or B corporations.
- Commitment to North Lancashire's community food strategy