



December 2022

Dear candidate,

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

LESS is a Community Interest Company, set up in March 2007 to:

1. Inform and educate people and organisations about sustainable lifestyles.
2. Promote and provide sustainable solutions.
3. Act as local agents for suppliers of products, systems and services for sustainable living.

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. It runs North Lancashire's Farmstart scheme (The Plot), coordinates the 'Where the Wildings Are' schools project and is a delivery partner in the Closing Loops project.

This job is office-based in Lancaster with flexibility for home working.

Background to FoodFutures and Closing Loops

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. Its work is guided by Our FoodFutures: a community food strategy for North Lancashire (<https://foodfutures.org.uk/food-strategy/>).

Closing Loops is a five-year climate action project led by FoodFutures. It was launched in April 2022. The project is delivered by six local organisations (LESS, Lancaster District CVS, Eggcup, Global Link, Shared Future CIC and Scientists For Global Responsibility), and is funded by The National Lottery Community Fund.

Closing Loops will support community-led action and local initiatives to transform waste into a valuable resource whilst cultivating a circular and regenerative local economy. The project will support the delivery of parts of the FoodFutures strategy and work to grow a regenerative food economy by building a composting academy, gleaning network, citizen

journalist movement and co-creating North Lancashire recipes. Through the REconomy role the project will extend the focus beyond food to develop a thriving local REconomy- one that is zero waste and good for people, places and our environment.

Through the project we aim for:

1. Zero waste initiatives, closed loop enterprises and sustainable consumption lifestyles to become normalised and a source of local inspiration for people of all backgrounds.
2. Increased access to opportunities to learn about and develop the skills needed to support and initiate zero waste initiatives, regenerative enterprises, sustainable consumption and lifestyle practices.
3. Locally sourced, seasonal, sustainably produced and packaged food and other goods to be more accessible across the District and infrastructure in place to support a range of people and organisations to re-distribute, compost, re-sell, re-purpose and re-cycle 'waste'.
4. A thriving REconomy 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.

The REconomy coordinator will work as part of the Closing Loops project team and the FoodFutures 'Food Economy and Procurement' working group to deliver the Reconomy aspects of the project.

Specifically, this role will:

- Oversee the delivery of a four year strategic plan for growing a REconomy in North Lancashire. This includes developing effective communication and engagement strategies that extend the reach of the project beyond 'the usual suspects'.
- Raise the profile and deepen understanding of regenerative design approaches, regenerative enterprises and economies in North Lancashire
- Deliver a series of deliberative and idea generating events to support individuals, groups and local enterprises in developing proposals to pitch to the Closing Loops 'Pots of Possibility' fund.
- Deliver feasibility studies as needed to support opportunities for closed loop and other regenerative enterprises within Lancaster District.
- Develop, implement and evaluate a programme of training, events and resources to provide business development support to emerging and existing REconomy enterprises. This includes creating a suite of accessible resources and tools to support people and organisations towards becoming or starting a regenerative enterprise.

For more information about LESS and FoodFutures see

LESS: lessuk.org

FoodFutures: www.foodfutures.org.uk

Closing Loops: <https://foodfutures.org.uk/about-us/collaborative-projects/closing-loops/>

The timetable for this recruitment is as follows:

Application closing date:	Friday 27th January 2023
Short-listing:	Week commencing 30th January 2023
Interviews:	Wednesday 8th February 2023
Starting date:	20th March 2023

If you are short-listed for an interview, you will be notified by telephone and email. 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 **rachel_CL@lessuk.org** with a cover letter (two pages maximum), your curriculum vitae (CV) and details of two referees by Friday 27th January 2023. Please refer to the Job Description and Person Specification when writing your cover letter.

References

Please provide the names and contact details of two people who can provide references. One should be from your current or most recent employer:

Referee 1

Name:

Organisation:

Position in organisation:

Contact details email:

Contact details phone:

Relationship to you:

Referee 2

Name:

Organisation:

Position in organisation:

Contact details email:

Contact details phone:

Relationship to you:

Role Description

Job title: Closing Loops REconomy coordinator

Responsible to: LESS Directors and the Closing Loops project coordinator.

Salary: £15,210 (22.5 hours a week) equivalent to £25,350 (37.5 hours for full time) pro rata.

Hours of work: This post is 22.5 hours per week starting April 2023 and is a four year fixed term contract. Some weekend and evening work will occasionally be required.

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. You can find out more about the project on the FoodFutures website:

<https://foodfutures.org.uk/about-us/collaborative-projects/closing-loops/>

The four key intended outcomes for Closing Loops 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.
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.
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'.
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.

This role would seek to:

- Oversee the delivery of a four year strategic plan for growing a REconomy in North Lancashire. This includes developing effective communication and engagement strategies that extend the reach of the project beyond 'the usual suspects'.
- Raise the profile and deepen understanding of regenerative design approaches, regenerative enterprises and economies in North Lancashire

- Deliver a series of deliberative and idea generating events to support individuals, groups and local enterprises in developing proposals to pitch to the Closing Loops 'Pots of Possibility' fund.
- Deliver feasibility studies as needed to support opportunities for closed loop and other regenerative enterprises within Lancaster District.
- Develop, implement and evaluate a programme of training, events and resources to provide organisational development support to emerging REconomy enterprises. This includes creating a suite of accessible resources and tools to support people and organisations towards becoming or starting a regenerative enterprise.

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 delivery of the Closing Loops REconomy strategic plan - reaching a wide range of stakeholders and ensuring this strand of work is delivered within budget and on time.
2. Deliver a series of events throughout the project to support individuals, groups and local enterprises in developing proposals for the participatory grant giving process.
3. Develop, implement and evaluate a programme of training, events and resources to provide organisation development support to emerging REconomy enterprises. This will include identifying and commissioning external organisations and individuals to deliver training and skills sharing as required.
4. Manage and report on a REconomy budget which includes funding for events and commissioning business support.
5. Collaborate with the FoodFutures network coordinator and the Closing Loops comms and engagement coordinator to update the local food directory to include current zero waste and sustainable consumption initiatives throughout the project duration.
6. Liaise with project partners Lancaster District CVS, Shared Future CIC and the Closing Loops 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.
7. Actively participate in Closing Loops project meetings - enabling the successful joined- up delivery of the project as a whole.
8. 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.
9. Attend and actively contribute to FoodFutures Food Economy and Procurement Working Group meetings. This includes reporting into the group, seeking input to shape proposals and contributing to the delivery and evolution of the 10 year food strategy.

Person Specification

Qualifications

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

Essential

- Enthusiastic and knowledgeable about climate change and regenerative economics.
- Awareness of regenerative enterprises and REconomy work happening elsewhere.
- Project management experience, including planning, monitoring and evaluating projects and managing budgets.
- Ability to prioritise and organise work, and to work without direct supervision.
- Experience of collaborative working.
- Experience of developing project strategy, organisational plans or training programmes.
- Experience of working with a diverse range of stakeholders, including working with the private and third sector.
- Evidence of successful organisation of participatory events for diverse stakeholders
- 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.
- Able to apply, and help to improve, organisational policies and procedures.
- 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.

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