

## JOB DESCRIPTION

# Kelmarna

COMMUNITY FARM

**Job title:** Compost Coordinator & Farm Worker

**Responsible to:** General Manager

**Hours:** 22 hours/week (days of work: Monday/Tuesday, Thursday and Saturday)

**Term:** Permanent

**Pay:** \$57,040 per annum (pro-rata to hours = \$29,745)

**Overall purpose:** To lead on all site composting, including the Soil Factory Composting project. This includes completing weekly collections (by e-bike + trailer), processing of food scraps, turning it into high quality compost, new customer acquisition, and administration. Additionally, the role also includes co-facilitating our regular Saturday volunteer sessions in the garden.

**Location and hours:** The contract location will be based at Kelmarna Community Farm (12 Hukanui Crescent, Ponsonby), with normal working days being Mondays, Thursdays and Saturdays. Flexibility and willingness to work occasional additional days to support or provide cover for other staff would be appreciated.

### About Kelmarna

Kelmarna Community Farm is an organic farm in central Auckland. Through rebuilding connections between our people and our food, we work to champion and demonstrate a regenerative local food system that supports environmental restoration, climate change mitigation, urban resilience and community wellbeing.

Kelmarna is a registered charity occupying 1.7 hectares of publicly-owned land in Ponsonby, which includes substantial vegetable gardens, food forest, layer hens, and a developing silvopasture for sheep grazing.

From this site we run a diverse range of activities, including:

- varied volunteering programmes and roles
- horticultural therapy for people with mental health needs or intellectual disability
- farm education programme for schools
- educational workshops for adults
- Soil Factory, our community composting enterprise
- on-site Farm Shop
- produce sales to restaurants
- community events
- and more

**Our vision for Kelmarna's future:** A better-resourced, robustly funded, and widely recognised education and community hub at the forefront of the ecological food movement.

Find out more about our work at [kelmarna.co.nz](http://kelmarna.co.nz).

### Responsibilities of the Compost Coordinator & Farm Worker

***Responsibility for running the Soil Factory Project to meet agreed income targets and quality standards***

- Deliver reliable, high quality composting service for members - both collection and drop-off.
- Produce high quality compost.
- Maintain relationships with businesses providing carbon material, develop new ones if required.
- Achieve targets for volume of organic material diverted from landfill.
- Achieve targets for volume of high quality compost produced.
- Reach financial targets set out in the annual budget.
- Customers are happy with the level of service provided, as shown in surveys.
- Maintain continuous space in drop-off bins.
- Ensure volunteer labour is optimised to contribute to Soil Factory outside of Coordinator's on-site hours.
- Work collaboratively on strategy and any amendments to the annual plan.
- Look for new business opportunities for Soil Factory, discuss with General Manager.
- Work with General Manager to identify opportunities to make use of grant funding for Soil Factory costs, where useful.
- Cooperate with networks such as Aotearoa Compost Network, and Tāmaki Makaurau Compost Network and relevant others, and keep informed of composting best practice, developing methods, and other opportunities.

***Responsibility for managing other site composting/food waste processing activities***

- Manage on-site worm farms, bokashi and general compost bins - discussing with the Market Garden Manager / Community and Site Manager when and where to use outputs.

***Maintain existing infrastructure and update as required***

- Maintain all compost infrastructure in good and safe condition (compost bins, tools, trailer, bike servicing).
- Increase operating infrastructure as required.

***Manage Soil Factory customer relations and onboarding***

- Respond to new customer enquiries and induct new customers as required.
- Respond to customer messages appropriately within a 3 day timeframe.

***Manage compliance and record keeping***

- Measure and record sufficient data as required to demonstrate safe composting, in line with Ops Manual.
- Keep sufficient records as required for our organic certification and assessing the success and impact of our composting work.
- Regularly update data records.

***Support composting volunteers***

- Induct, train, and support Soil Factory volunteers.
- Communicate easy systems and processes for others to follow when assisting with Soil Factory.
- Ensure Soil Factory has a reliable core group of volunteers - at least one person to assist each Friday.
- Train SF volunteers in Health & Safety processes.

### ***Manage the financial administration for Soil Factory***

- Check off regular payments and chase late/incorrect payments.
- Issue invoices for all customers via Xero.
- Ensure payments are checked and invoices are issued on a monthly basis.
- Work with Kelmarna Treasurer and General Manager to ensure important communications are shared regarding Soil Factory finances.

### ***Manage Health and Safety for Soil Factory***

- Manage all composting activities safely and effectively in line with Ops Manual.
- Work with General Manager to review processes.
- Report incidents in a timely way and resolve in accordance with our policy.
- Potential hazards are identified and resolved before incidents arise.

### ***Co-facilitate regular Saturday volunteer sessions in the garden***

- Provide clear induction and site orientation to new volunteers.
- Give clear directions on tasks, providing continuous contextual learning - education as well as instruction.
- Provide support and supervision to ensure tasks are completed well.
- Lead and manage a timely communal volunteer lunch from the gardens.
- Ensure the volunteering experience is welcoming, sociable, and worthwhile.
- Ensure volunteering is managed safely and effectively in line with Kelmarna's health and safety processes.
- Maintain good communication channels with Shop volunteers, and ensure they feel supported, and are able to access assistance from you if required.
- Take responsibility in situations where Shop volunteers need extra support, or decisions need to be made outside of their role.

### ***To be an effective member of Kelmarna's core team***

- Represent Kelmarna positively while on-site, and explain our work to visitors.
- Ensure Kelmarna is a welcoming space for all visitors.
- Participate in weekly team meetings.
- Contribute to planning for, and staffing various Kelmarna events.
- Attendance and representation at relevant external seminars, networking events etc as required.
- Such other duties, as directed by the General Manager, and generally associated with the gardens as may from time to time become necessary.

### **Person Specification**

- Some experience of making hot compost, whether at home scale or greater.
- Interest in the soil food web and building healthy compost and soil.
- 2+ seasons experience of organic / regenerative food growing on a home garden scale, or greater.
- A natural multi-tasker, able to always remain calm and patient, who thrives on working in a dynamic and busy environment.
- An effective communicator, able to quickly build rapport with many new people..
- An understanding of volunteering and the motivations and needs of volunteers.
- Experience in a role supporting and teaching others, including people of varying ability and experience levels.
- Confident cyclist on the road, and experience cycling on busy roads.

- Physically fit and able to lift heavy objects.
- Excellent problem solver: reactive - you'll be working to tight timescales in an environment which can be challenging; pro-active - you'll have the ability to develop logistics and systems.
- Commitment to working in a team and supporting your colleagues to achieve outcomes together.
- You have professional computer skills – word processing, e-mail and spreadsheet fluency are essential.
- You are responsible and reliable – this is a key role in a small organisation which relies totally on the dedication of our staff to keep all our projects running 52 weeks of the year.
- A commitment to an inclusive community approach, where everyone is supported to contribute according to their ability.
- Commitment to the kaupapa of Kelmarna – you'll have an understanding of sustainable food systems / food growing / gardening.

## **CONDITIONS OF ENGAGEMENT**

- 3 days per week: 22 hours, across Monday/Tuesday (8 hrs), Thursday (8 hrs) and Saturday (6 hrs)
- Salary \$54,070 (pro-rata to hours = \$29,745)
- Daily lunch is provided when working on site
- Discounts on Kelmarna produce
- Based at Kelmarna Community Farm (12 Hukanui Crescent, Ponsonby).

All posts at Kelmarna will be expected to provide occasional 'essential cover' for other staff when necessary (i.e. to cover holidays and sick days).