



**Now Recruiting:** Vegbox Coordinator

**Duration:** Permanent

**Hours:** 30h per week over 4 weekdays

**Rate of Pay:** £12.71/h, 30% discount on veg boxes and in our shops, workplace pension

**Location:** Locavore, Barnhill Farm, Houston Road, Inchinnan, Renfrew, PA4 9LU

**Reports to:** Veg Box Customer Service Manager

## About Us:

Locavore was established in 2011 with a tiny shop on the Southside of Glasgow and since then has grown and developed. We are a social enterprise which exists to build more sustainable food networks which are better for people and the environment.

Our activities include:

- Running our two Glasgow shops in Govanhill and Partick which serve 16,000 customers a month with local, organic and zero waste foods and goods.
- Delivering local organic veg boxes to around customers from Ayr to Edinburgh with our fleet of electric vans. We currently make around 950 box deliveries per week.
- Growing local organic vegetables at our new Barnhill Farm growing site, where we also pack our veg boxes.
- Producing prepared foods in our kitchen to supply our shops with foods such as dips, bakes and food to be served within our Govanhill cafe.
- Running projects and initiatives that forward our mission of building a sustainable food system.

Find out more:

[www.locavore.scot](http://www.locavore.scot) and *locavorecic* on Facebook, Twitter and Instagram.

**About this role:**

We're looking for someone to join our small veg box support team, working from our farm and veg box HQ at Barnhill Farm in Renfrewshire.

The role is focused around providing the administrative support required for the smooth running of our veg box service. This includes answering customer queries by email and phone and administration of our website where customers manage their accounts and use the online shop.

You'll assist the Customer Service Manager with a range of tasks and may end up leading on some of these depending on your experience. These tasks include:

- Ensuring that delivery routes are reviewed and amended to ensure they are efficient.
- Developing and managing the online shop to allow people to buy more of the organic groceries that they would like alongside their veg box.
- Purchasing and stock management, perhaps leading with particular suppliers.
- Producing content for socials, our website, newsletters and emails.
- Promoting and marketing veg boxes to increase sales.
- Overseeing wholesale orders of produce to trade customers.
- Planning and ordering for our veg boxes.

The role may also include other tasks from time to time such as helping out in the veg shed, with harvests, or making deliveries when cover is required.

**About the candidate:**

The ideal candidate will have a passion for organic produce and support our ethos of building sustainable local food networks.

You are friendly and helpful to our customers leading to a good customer experience.

You will be comfortable with using computers with a range of common software applications and online platforms.

You have an eye for details and standards; and look for ways to improve how things are done.

**How to apply:**

The closing date is 9am on Monday the 9th of June. Please apply via our [website](#), uploading a CV and a covering letter outlining why you want to work with us and what you think you could bring to this role. Interviews will take place on

Thanks for your interest!