



FELLOWSHIP COORDINATOR JOB ROLE

JOB DESCRIPTION

The Sadeh Fellowship is a three-month residential program for adults that integrates food growing, food preserving, regenerative land management and communal living, all in a Jewish context. The program also weaves in themes of food justice, social action and leadership.

Our Fellowship programme has been running for 3 years and has become the central part of our work at Sadeh. Fellows take on significant responsibility for our 6 acre site. The aim of the programme is to train the next generation of earth-based Jewish educators who can continue the work of Sadeh both here and in the wider world.

Fellows are supported in finding paid work in related areas after the programme, and previous Fellows have gone on to coordinate schools programmes on urban farms, work with livestock, be artists in residence at farms across Europe, and 2 Fellows have returned for our Food Growing Apprenticeship. We think our programme is very successful and we currently have more demand for our work than we can fulfil - that is why we are looking to grow our team!

For the past year, this role has been integrated into the Head Food Grower Role. We now want to separate the role so we can run more programmes with more people and a higher reach. In 2023, we will run 3 Fellowship programmes; Spring, Summer and Autumn. We are looking for a strong team member to run each programme effectively from start to finish. This is an exciting and rare opportunity to become part of the core team at Sadeh Farm.

This is a 3-4 day a week role. The Fellowship Coordinator role is split into 4 main parts: facilitation, administration, measuring impact and site management.

FACILITATION

- Teaching a session once a week, relating to Jewish environmental education
- Running the Fellowship induction week and the reflection week at the end of the programme
- Supporting in the House Meetings weekly
- Holding regular check-ins with the Fellows to make sure all needs are addressed
- Running regular meetings between yourself and the 3 other programme facilitators to discuss how sessions are going, flag anything that needs resolving and adapt sessions to the specific interests of Fellows
- Supporting Fellows in meeting the goals of the programme week by week
- Jewish practice is a central part of the Fellowship. We do morning services 'Avodat Lev' at least once a week, alongside Kabbalat Shabbat, Havdalah and festival celebrations. You will need to either be able to lead some of these or coordinate the Fellows or external facilitators to do this

ADMINISTRATION

- Managing the online Fellowship schedule and ensuring it is always accurate
- Managing cleaning and chore rotas
- Keeping the Fellowship budget
- Making sure the weekly and quarterly food orders are placed and receipts filed
- Filing all receipts and sending them to our bookkeeper
- Responding to emails from prospective Fellows, visitors, collaborators
- Interviewing Fellowship candidates and selecting participants
- Booking external facilitators
- Organising Field Trips including contacting the venue or hosts, booking travel, sorting all logistics and accompanying the Fellows

MEASURING IMPACT

- Creating a thorough evaluation process for the end of the Fellowship
- Adapting to feedback and incorporating it as you go
- Writing monthly reports to stakeholders regarding the Fellowship
- Assisting with funding applications for the programme
- Taking photos of Fellowship activities to use for funding reports and social media
- Submitting evidence for monthly mini grants

SITE MANAGEMENT

- Managing the main shared Fellowship space on site - the Volunteer Kitchen. Overseeing the cooking and cleaning rota, ordering cleaning supplies, fixing and maintaining equipment, reporting breakages and ordering new equipment
 - Managing other Fellowship areas on site e.g. accommodation
 - Managing the printing hub: order ink and paper, troubleshoot printer issues, keep all stationery supplies in order
 - Supervising Fellows site maintenance chores such as weeding paths, proper waste disposal, clearing gutters, processing compost
 - Be jointly responsible with all other facilitators for the Health & Safety of Fellows on site, making sure all protocols are followed and supporting people should they become sick or injured
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JOB CRITERIA

ESSENTIAL

Skills

- Strong interpersonal skills
- Great communication skills

- Excellent organisational skills
- Very good at managing people

Experience

- Experience of managing volunteers
- Experience running educational programmes
- Facilitation or teaching experience

Values

- Commitment to Jewish environmental education
- Openness to living Jewishly in whatever form that takes
- Support Sadeh's vision of wider community engagement by building connections with other grassroots environmental organisations to make meaningful change in the world

DESIRABLE

- Experience of working with young adults
- Special interests in the sphere of food, farming and Judaism on which you can teach
- Experience of living and/or working on a farm
- Experience of living communally

REPORTING:

- To staff meetings weekly

LINE MANAGER:

- CEO

WHAT WE OFFER YOU

- A good salary

- Permanent position
- Onsite accommodation on the beautiful Sadeh
- Fresh farm produce
- A small, friendly and positive team
- To be part of the Sadeh community

If you wish to apply, please send your CV with a cover letter explaining how you meet the job criteria.

The Job will start mid Jan.

If you have any questions please email talia.chain@sadehfarm.co.uk