



## **CSA Network UK Coordinator**

The CSA Network UK is looking for a new part-time coordinator. This is an exciting role working closely with our board of directors to take the new Network forward. You will be responsible for the core activities of the Network including building our membership, planning, delivery, reporting and promoting our work, working with CSAs to set up events, developing income streams and advising new and existing CSA farms.

Please apply with CV and covering letter outlining your skills and experience in relation to the role described below. Apply to Tony Little: [jll@aber.ac.uk](mailto:jll@aber.ac.uk)

### **Deadline for applications is 15 March 2015**

Timeframe: End March 2015 for 16 weeks (potential to extend depending on income generation)  
Days: Up to 2 days per week  
Rate: £80 per day (flat rate, inc VAT)  
Location: Home based

### **Coordinator Role**

- Manage Network budget, delivery targets and milestones
- Work with CSA Network UK Board to ensure targets and deadlines are met or exceeded within budget and in line with delivery schedules
- Undertake evaluation and report to funders
- Support CSA Network UK Board, Secretary and Treasurer, including setting up meetings and AGM; recording minutes; and maintaining effective communication
- Implement fundraising initiatives including grant applications and membership recruitment, including securing ongoing funding for Coordinator role
- Maintain contacts database and ensure membership provision
- Develop events programme and act as main point of contact for Regional Hubs
- Oversee promotion of the Network to external stakeholders, including via events and press, website, social media and other communications
- Work with key stakeholders and partner organisations to establish beneficial relationships that extend and develop the CSA in the UK
- Recruit and manage contracted consultants involved in project delivery

### **Conditions:**

1. Coordinator to be self-employed
2. Coordinator to be home based and have existing use of home office/IT
3. Travel and subsistence at cost and using own car at £0.45 per mile
4. From approx. end of March 2015 for approx. 16 weeks
5. Coordinator will be expected to fundraise for a continuation of the role
6. Work very closely with CSA Network UK Board
7. Work with and manages Online Communications Coordinator and Treasurer as required