

DANDELION OPPORTUNITIES

Job Description

Logistics Coordinator

dandelion

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JOB DESCRIPTION & EMPLOYMENT CONDITIONS

Title of post:	Logistics Coordinator
Accountable to:	Head of Production
Hours:	Full Time 35hrs per week (5 days per week)
Term:	This is a fixed term contract for 10 months
Location:	All Scotland. Dandelion has an office in Glasgow, but we are open to flexible working options
Salary:	£18,333 (FT equivalent £22,000)
Holidays:	25 days pro rata plus public holidays
Pension:	You will be auto enrolled into a pension scheme. You will contribute 5% of your salary and Dandelion will contribute 3%.

ABOUT DANDELION

Dandelion is an ambitious creative programme demonstrating the power of collective action in a unique 'grow your own' initiative for modern times.

Commissioned by EventScotland and funded via the Scottish Government, it is Scotland's contribution to Unboxed – Creativity in the UK.

Rooted in Scotland, with an international outlook and sustainability at its heart, the Dandelion programme follows the arc of the growing season, from April to September 2022, and will culminate in hundreds of Harvest Festivals across Scotland.

Driven by the concept of 'Sow, Grow, Share' – not just food but ideas, music, scientific knowledge, and community – Dandelion takes a unique approach to community growing, bringing together artists, makers, scientists, performers and technologists to present events and programmes across Scotland – from its remotest islands to the centres of its great cities – as well as online through films and digital activities.

Sown throughout Dandelion is a commitment to empowering young people, inspiring the artists, activists, scientists and creative producers of the future, and aiming to re-establish Harvest as a significant annual cultural festival for everyone.

Read more about Dandelion and the team involved at www.dandelion.scot

DANDELION PROGRAMME AND PARTNERS

Dandelion is giving away hundreds of thousands of seeds and plant plugs at Free For All events in towns and cities across Scotland so that everyone can try their hand at growing.

Whether you're an experienced grower or a complete beginner you can be part of Dandelion. From doorsteps and balconies, in plant pots, paint pots or whatever else you can repurpose and reuse – the weirder, the better! At the end of the growing season, we invite everyone to cook and share what they've grown at their nearest Harvest Festival.

Two festivals in Glasgow and Inverness bookend the summer (one in June and one in September) with live music, a menu of locally grown food, talks and a whole load of free plants and seeds for everyone to take home. At the heart of each event will be the Pavilions of Perpetual Light – quite literally taking centre stage as a 10m high vertical farm meets art installation and concert platform. As well as being the backdrop for international and Scottish live acts, the structure will also broadcast music commissioned especially for Dandelion. It's music, entertainment, food, ideas and learning for absolutely everyone!

Dandelion is working with Keep Scotland Beautiful and SRUC to develop an engagement programme for 500 schools and 100,000 pupils across Scotland. 100 secondary schools will be gifted two growing cubes each – mini vertical farms – and 400 primary schools will take part in The Big Tattie Experiment. Communities will come together for Harvest Festivals in school playgrounds across the country.

In addition to all of this, at the heart of Dandelion is a commitment to scatter this extraordinary investment across Scotland and to work in partnership with communities, artists, growers and organisations to create Unexpected Gardens.

Dandelion is working in partnership with:

- Alchemy Film & Arts
- Cove Park
- Edinburgh Agroecology Cooperative (Lauriston Farm)
- Fèis Rois
- Findhorn Bay Arts
- Lyth Arts Centre
- RIG Arts
- Taigh Chearsabhagh
- The Leven Programme
- The Stove

THE DANDELION TEAM

The original Dandelion Team, who worked together to develop the project during an intense period of R&D in late 2020 and early 2021, is a collaboration between festival organisers, freelancers, cultural directors, inventive technical and production experts, renowned earth scientists and dedicated specialists in sustainability, youth and community engagement.

Drawn from a wide range of organisations and specialisms from all parts of the country, the team has found a common vision to initiate and support the genuine societal change people crave after more than a year of social isolation.

Team members include:

Aproxima Arts

Angus Farquhar

BEMIS Scotland

Tanveer Parnez

Celtic Connections

Donald Shaw

Fèis Rois

Fiona Dalgetty

Freelance equalities and evaluation specialist

Caroline Thompson

getMade Design

James Johnson

James Hutton Institute

Nicola Strachan

Musician and crofter

Pàdruig Morrison

Scotland's Rural College (SRUC)

Fiona Burnett

Sustrans

Cosmo Blake

Wraptheworld

Neil Butler

A Special Purpose Vehicle (SPV) has been set up to deliver the project and we are now in the process of expanding our team to help deliver this ambitious project.

The new company will be governed by a voluntary Board of Directors with Martin Booth, Executive Director of Finance at Glasgow City Council taking up the Chair. In addition to the Board of Directors, an IDEA Assembly (Inclusion, Diversity, Equality and Access) will play an important role in helping to guide the work of Dandelion.

The IDEA Assembly has nine remunerated roles for freelancers with lived experience, and those with professional knowledge established through engagement with communities of interest, to:

Provide perspectives on Dandelion's programme to ensure it is accessible and reflects the increasing diversity of our population;

Engage with staff and the Board to identify and address key IDEA issues and opportunities;

Bring expertise and a range of views to inform policies and work; Support the development of new partnerships and networks;

Contribute to a review of performance against IDEA outcomes.

DANDELION VALUES

We have identified five organisational core values:

Collaboration - we value each other and seek an open, honest and caring environment which is respectful, productive and enjoyable;

Inclusion - we strive for inclusion and equity for all and recognise that our differences make us stronger;

Engagement - we create events and experiences that enrich and enable the lives of our audiences through their shared experience;

Innovation - we exist to challenge boundaries, search for and welcome new ideas, new thinking and fresh approaches in all that we do;

Integrity - we achieve our aims without compromising our commitment to honesty and integrity throughout our work.

POST SUMMARY

Dandelion are supporting a large-scale citizen science project involving over 500 schools and producing and presenting a series of events across Scotland in 2022 ranging from community based growing events through to large scale music and food festivals. As the Logistics Coordinator, you will coordinate the booking and logistical delivery of technical and site equipment to a wide range of projects to support the successful delivery of the Dandelion project.

KEY ROLES & RESPONSIBILITIES

- Oversee the logistical and operational planning of the Dandelion events and citizen science programme ensuring the safe and timely delivery of essential produce and equipment.
- Build relationships with suppliers to secure competitive pricing and excellent customer service.
- Develop and issue supplier contracts in line with our procurement policy.
- Maintain a supplier and contract database.
- Identify and source appropriate storage and distribution solutions.
- Work collaboratively with the Head of Production and wider Dandelion team to identify logistic and distribution needs.
- Liaise with site/venue managers and production managers to ensure required items are ordered and delivered to site within schedule and on budget.
- Liaise with suppliers to overcome any problems with deliveries and collections and with issues with equipment when on site.
- Ensure equipment is returned on time and in the correct working order.
- Assist in the set up and break down of our events programme.
- Keep an accurate log of all bookings and costs.
- Manage payment & procurement processes including raising invoices, purchase orders, issuing contracts and maintaining a contracts data base in adherence with our procurement policy.
- Assist the Head of Production and Executive Producer with other duties that are commensurate with the post.

PERSON SPECIFICATION

Skills and Experience

- Highly organised, technically competent and administratively proficient
- Solutions focused and able to operate confidently in a fast paced and high-pressured environment
- A positive and enthusiastic attitude, with a flexible approach to developing and delivering the job
- Ability to work remotely at times on your own initiative as well as part of a team
- A good understanding of technical and site equipment
- A commitment to sustainability in the delivery of the role
- Clear management of information, including producing reports and budgets
- Highly developed communication skills and excellent attention to detail

Essential Skills

- Demonstrable experience of logistics and operational management on a similar scale
- Experience of managing negotiations with suppliers, partners and technical producers
- Understanding of current Health & Safety legislation and implementation at live events
- Ability to assess technical requirements and work with technical team to produce and deliver projects
- Experience of managing project budgets on target
- Strong and proven administrative skills
- Ability to self-manage and self-motivate
- A collaborative attitude and ability to work within a small, committed team
- Flexibility, commitment and the ability to multi-task
- Excellent written and oral communication skills
- Attention to detail and ability to work under pressure
- Knowledge of regional and cultural networks
- IT skills, especially Microsoft Office, project and collaborative management tools. Knowledge or experience of drawing packages ie AutoCAD or Vectorworks
- Highly organised and able to work to deadlines
- Driving licence

RECRUITMENT SCHEDULE

Closing date for applications
17th November 2021 - 5pm

Interviews take place
24th & 25th November 2021

Start date
15th December*

*We know that some candidates might be available to start earlier, and we would welcome this.

Equally, we know that other candidates might be required to give more than 4 weeks' notice to their current employer, and we can be flexible and accommodate this too.

We have identified 15th December as our preferred start date for this role, but we will have a conversation with the successful candidate to agree what works best.

INCLUSION, DIVERSITY, EQUALITY AND ACCESS

The Dandelion Team is committed to creating a positive and inclusive environment where everyone feels respected and valued. We are an inclusive organisation and believe our work will be stronger with greater diversity and, as such, we welcome applications from those who bring a difference to our team. Alongside our Board of Directors, Dandelion has an IDEA Assembly to challenge and guide our work.

Read more about the members at <https://dandelion.scot/about/team>

We welcome the whole person to work, and understand that each of us bring our experiences, our backgrounds and our own unique lens to what we do. We encourage applications from all backgrounds and particularly welcome applications from those who are currently under-represented within the sector, including those from black and minority ethnic

backgrounds, disabled candidates, LGBTQI++ and/or those from a low socioeconomic background or requiring flexible working arrangements.

All Black, Asian and ethnically diverse and/or D/deaf or disabled applicants who meet the essential requirements of the person specification will be guaranteed an interview. If you are selected for interview, we will ask you to let us know if you have any access needs or may require reasonable adjustments to the interview or assessment (if applicable) at that stage. Please be assured that we will be supportive in discussing reasonable adjustments with you at any stage of the recruitment and selection process.

If you have any questions about our working environment please get in touch.

HOW TO APPLY

If you would like to arrange an informal and confidential conversation about this opportunity, please contact:

jenny.niven@dandelion.scot

Please send your CV and maximum 1 x A4 sides outlining why you would like to take up this role, and what relevant experience you can bring to Dandelion, to:

caroline.thompson@dandelion.scot

no later than 5pm on 17th November 2021

Please also complete this online equalities monitoring form:

www.dandelion.scot/inclusion-form

We will only request references from the successful candidate.

The information you supply in your application, and by completing the equalities monitoring form, is kept securely and will remain confidential. We will not retain this or any other personal information beyond the duration of the application process except in using anonymised data for the purposes of monitoring and reporting.