



POPPY OKOTCHA
GROWER - FORAGER - COOK

25/09/2021

I'm Hiring!

Personal Assistant

Part-time

I am searching for a candidate in South Devon to join my growing business in the position of personal assistant, supporting myself in creating and delivering inspirational and educational digital content and in-person talks/workshops on sustainability, growing food and nature connection.

I'm looking for someone fun, dynamic and on the ball! With a firm grasp of social media (and its role in business and marketing), a high level of proactivity, brilliant organisational and administration skills, with punctuality at the forefront and a shared love and respect for nature, who'll run a tight ship!

This is a fab opportunity for someone with a passionate desire to work in a job with a positive impact on people and planet.

Experience:

- Social media: 1 year minimum (Preferred).
- Schedule and diary management.

Essential:

- Desire to work in a job with a positive impact on people and the planet.
- Excellent schedule & diary management and organisation skills.
- Excellent communication skills.
- Excellent writing skills with an attention to detail.
- Ability to take photos well on an iphone.
- Knowledge of Canva, Hootesuite, or any CMS platforms (or ability to learn fast).
- Solid experience in and understanding of Youtube, TikTok, Instagram and engagement strategies (or ability to learn fast).
- Confident independent worker with strong initiative.
- Comfortable outdoors in all seasons/weather joining me in the garden or out on walks.
- Basic understanding of or interest in gardening.



- Brilliant research skills with a love for learning.

Desirable:

- Understanding of/interest in ecological growing practices (such as permaculture, no-dig, forest gardening), foraging, herbs, botanical remedies and food.
- Understanding of or keen to learn about how food, farming, gardening and access to land tie into the climate crisis.
- Creative vision with a desire to collaborate and contribute creatively.

Activities involved:

- Liaising daily with myself, my management team and clients.
- Liaising with my accountant and managing accounts.
- Administrate the creation and publishing of relevant content (for all social channels) including editing short videos, photos, creating copy and collage imagery using tools such as Canva. Eg, assisting myself in taking photos or videos for social platforms and editing what we shoot e.g. creating reels, or editing video footage. I use imovie for this.
- Manage & update my website.
- Work with me to create and publish a regular weekly content calendar and work schedule (considering seasonal activities in the garden, kitchen).
- Diary management - focusing on travel schedules, brand partnership deadlines, article deadlines and media interviews and general life.
- Research for and edit copy to be published on social platforms eg blog posts, newsletters and Instagram captions.
- Research sustainable alternatives to products and systems for the kitchen, garden and general lifestyle which I would use and review, eg finding non plastic, non virgin material water butts.
- Managing orders, deliveries and returns.
- Potential to work with me on research and garden design projects down the line.
- Potential to work with me in the garden.



- Other evolving “general life” management may include researching and liaising with sustainable and ethical producers/suppliers (e.g. horticulture suppliers, paint, homewares, energy suppliers etc), making reservations.

Note: This is a flexible role, working either remotely or with the potential to work from my home, garden or the hedgerows and get your hands dirty!

Activities would likely evolve over time working together, I imagine this would be a long term roll with room for growth!

Rate and Hours

This position is part-time.

£13 per hour - estimated to be up to 50 hours per month (ideally delivered daily as 3hrs Monday to Thursday, but this is flexible).

There's the potential for this to evolve as the business develops.

A bit about me:

I am an ecologically focused grower, forager and home cook, trained in horticulture and regenerative, ecological growing practices like permaculture and forest gardening.

I am currently creating an edible and medicinal little garden in Devon.

I believe human wellbeing is totally connected to that of the Earth's soils, ecosystems and the whole planet at large.

My mission is to inspire reconnection to the natural world as a root to developing a reciprocal relationship with nature, a necessary shift in our time.

My work involves sharing information and inspiration on how to grow food and herbs ecologically, how to forage and prepare harvests. I collaborate with brands with sustainable and ethical ethos to make this content free. I give talks and workshops at events and festivals (online and in real life), I write articles, present a gardening TV show on Channel 4 and a book is in the pipeline. My main project at the moment is creating an online course.



I love cooking for loved ones, dancing, wild swimming, drum and bass music and fancy dress.

If you'd like to get involved and reckon we'll get along please send over:

- Your CV
- Previous/current job experience
- A short covering letter for consideration

Send to: opportunities.poppyoko@gmail.com

Subjected: Assistant roll application

Applications will be accepted on a rolling basis for this position until it is filled.

I look forward to hearing from you to arrange an interview soon.