**WELLSPRING SETTLEMENT**

**Job Description**

**Post:** **Food Club Co-ordinator**

**Responsible to:** Development Hub Manager

**Staff and Volunteers**: Co-ordinate and supervise volunteers as required

**Salary:** Scale E Pts 22 £21,496 pro-rata

**Hours:** 18 hours per week (Wednesdays 9 am – 4 pm to deliver food club, other set hours negotiable).

**Contract:** Fixed Term Contract ending September 2023.

**Holiday:** 5 weeks (pro rata) per year plus all bank holidays

**Pension:** Employees will be enrolled into the workplace pension if eligible.

**Job Purpose:**

To oversee the delivery of the FOOD Club programme, aiming to distribute quality food at a reduced cost to the local community to help reduce food poverty, reduce food waste and increase disposable incomes for the local community to support their well-being and increase life chances. The role involves being responsible for the direct delivery of the Food Club, as well as recruiting, training and supporting volunteers from the community to run the club, and building community through food-related events, activities and resources

To support the Hub Manager on the Food Inequality strategy work of the organisation.

Please note this role has a physical element and includes some heavy lifting for example: crates of food etc.

**Main Duties and Responsibilities**

**Service Delivery:**

1. To liaise with the funding partner Family Action and distributer FareShare to ensure the smooth weekly delivery of food items to be distributed to the local community via the Food Club.
2. To ensure the smooth running of the Food Club Programme, and access to needed amenities (including in time making refreshments, cooking demonstrations and access to a kitchen for workshops).
3. To oversee and be responsible for the collection and proper recording of the Food Club programme annual membership fee and weekly food parcel contribution costs in accordance with the Wellspring Settlements Financial procedures and in liaison with the Finance team and Family Action.
4. In partnership with Family Action, to deliver appropriate training to volunteers, and staff, to run the Food Club project, including Food Hygiene level 2, allergy training and manual handling to be able to run the Food Club.
5. To be responsible for ensuring all associated food for the Food Club is stored and distributed and in keeping with all relevant associated food safety guidelines.
6. To be responsible for all associated storage facilities i.e. fridge and freezer to ensure they comply with all necessary food hygiene and storage practices and guidelines.
7. To adhere to all necessary food hygiene and storage practices and guidelines and keep relevant records for environmental health inspections.
8. To support Family Action to advertise the FOOD Club Programme to the local community.
9. To work with established Wellspring Settlement projects for example the Family Centre, BOOST Finance, and Community Engagement team, to ensure those most in need of the Food Club project have access to it.
10. With the support of Senior Management to support the development of the Food Club programme, utilising volunteer commitment and sustainability planning and commit to ways to maximise the impact of the Food Club to the benefit of this community.
11. Maintain accurate records and record all data in accordance with the SLA requirements, Senior management requests and utilising the Wellspring Settlements information management system FOCUS.
12. To manage and run the Kitchen Equipment Lending library – oversee loans, acquire and maintain equipment, publicise the scheme, keep catalogue updated.
13. To identify and support community representatives to develop a Food Strategy for the Lawrence Hill ward that speaks to the needs of this community and identifies solutions.
14. To link with the city-wide Food Inequality strategy.

**General Duties:**

1. To attend and actively participate in monthly supervision sessions with the Economic Development Manager including engaging in the monitoring and review of performance targets and training needs.
2. To work within the policies and procedures of Wellspring Settlement and attend and actively participate in appropriate team meetings, training events and staff development days. This includes using the Wellspring Settlement information management system, FOCUS.
3. To communicate and engage with staff, volunteers, Wellspring Settlement service users and partners in a positive, constructive and effective manner.
4. At all times to work within and actively promote the equal opportunities and safeguarding policy of the Wellspring Settlement.
5. At all times to be aware of the health and safety of colleagues, users, local people and self and to work within the health and safety policies of the Wellspring Settlement.
6. Work flexibly in terms of responsibilities and working hours as required or directed, carrying out any duties as they arise which are consistent with the general character of the post.
7. You may be required to work across the Wellspring Settlement sites.

| **Food Club Co-ordinator**  Applicants must demonstrate that they have the essential criteria in order to be shortlisted for interview. Your application must show, in detail, how you meet the following essential criteria.  It would also be useful to add, in addition, details of how you meet any desirable criteria that may be listed. | | |
| --- | --- | --- |
|  | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications** | * A recognised qualification level 3 food hygiene, or a willingness to complete. |  |
| **Experience** | * Experience of working/volunteering with disadvantaged/marginalised people or working in a culturally diverse area, including people whose first language is not English. * Experience of supporting volunteers. * Experience of partnership working and liaising with relevant agencies to deliver quality services. | * Experience of tutoring/teaching in a community setting. |
| **Specific Skills/ Knowledge** | * An understanding of the principles of healthy eating, and a good knowledge of broader public health issues and a holistic approach to health. * Good knowledge of food, nutrition, cooking, and a passion for food. * Excellent interpersonal and communication skills; including engaging with individuals with complex needs and motivating and inspiring others. * Excellent organisational, record keeping and administration skills, IT literate. * Confidence in facilitating groups, training and/or workshops. * Understanding and experience of reaching out to all communities and an understanding and commitment to diversity and equalities in all areas of work. * Ability to handle a range of physical work including lifting and carrying crates of food | * The ability to speak fluently in a community language other than English. |
| Attitudes/Personal  Characteristics | * Strong ability to motivate others and build enthusiasm for the project by keeping sight of the project’s main outcomes. * Ability to both lead a team and work on own initiative prioritising needs. |  |

JRG date: 30/05/2022