

**Wellspring Settlement**

**JOB DESCRIPTION**

**Job Title: COMMUNITY FOOD COORDINATOR**

**Salary:** Scale E pts 22- 25 £22,364 –£24,526 per annum pro rata (successful applicants start at the bottom of the scale)

**Contract Term:** 20 hours per week (Wednesdays 10.00am – 3.00pm to deliver food club, other set hours negotiable).

**Responsible to:** Community Services Manager

**Management responsibility**: none

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

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

**This post is subject to a satisfactory enhanced DBS check**

**Purpose of the job:**

As part of the Community team, using food as a focus, to develop Wellspring Settlement’s work around health creation and community voice.

To oversee ongoing delivery of the established and in-demand Food Club (set time 10.00am to 3.00pm on Wednesdays).

To contribute to delivering Wellspring Settlement’s “Community First” approach.

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

**Key Tasks and Responsibilities:**

**Specific Duties**

1. To oversee the ongoing smooth delivery of the established and in-demand Food Club.
2. To contribute to the ongoing development of the Food Club, address barriers to engagement and improve systems.
3. To operate a closed loop system between Food Club and other food/gardening work/events to reduce food waste.
4. To supervise community space (café area) and delivery of food-related activities within it, to increase accessibility and maximise use of space.
5. To create and offer opportunities for community members to connect through food.
6. To supervise and support volunteers - recruiting, training and supporting volunteers from the community, creating pathways for development, ensuring that volunteers have completed, or can access, relevant training to support WS food projects.
7. As part of Community team, to contribute to an outreach strategy to engage those experiencing isolation and loneliness.
8. As part of Community team, to contribute to ‘Community First’ approach bringing people into our spaces and creating opportunities for participation and community voice.
9. To work in Community team to collectively organise, promote and deliver community events.

The following are things we expect to be part of everyone’s specific duties:

1. To manage workload and change priorities as required.
2. To work in partnership with other Wellspring Settlement services and outside partners to develop the community food programme and increase access to food activities.
3. To record accurate evidence to inform reporting e.g. Impact data and stories.
4. Work with a cross-organisation team to: deliver community events (contributing to annual calendar of community activities); gather community intelligence; look after buildings; share knowledge and skills to promote staff development.
5. Take an active role in internal communication - sharing appropriate information about what you are doing and community intelligence and engaging with information shared with you. Positive external communication appropriate to role – including advertising services and celebrating achievements.
6. Team working, peer support, contribute to a culture of learning and curiosity: attend and contribute to team meetings, support each other's personal growth; supporting and attending training and staff development opportunities.
7. Be aware of organisational priorities and appropriately promote them / embody them through your work.
8. To be aware of other Wellspring Settlement and local services, to refer people to the appropriate groups, services and opportunities.
9. Work in a trauma-informed, asset-based, person-centred way.
10. Use autonomy and creativity to make and implement decisions commensurate with role and seniority.

#### **General Duties**

1. To prepare, attend and actively participate in monthly supervision sessions including engaging in the monitoring and review of performance targets.
2. To work within the policies and procedures of Wellspring Settlement and attend appropriate team meetings, training events and staff development days.
3. To communicate with staff, volunteers, service users and partners in a positive and effective manner.
4. To be familiar with and work within IT systems, policies and procedures and risk assessments and ensure that you are using them to support your work.
5. At all times, to work within and actively promote the Equity, Diversity and Inclusion policy of the Settlement.
6. 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 Settlement.
7. Work flexibly in terms of responsibilities and working hours as required or directed, including occasional evening and weekend work, carrying out any duties as they arise which are consistent with the general character of the post.

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| **Community Food 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 supervising and 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** | * Good knowledge of food, nutrition, cooking, and a passion for food.      * An understanding of the principles of healthy eating, and a good knowledge of broader public health issues and a holistic approach to health.      * Experience of the practice of closed loop systems for minimising food waste      * 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.      * 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.      * Confidence in facilitating groups, training and/or workshops. |
| 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. |  |