

Role Profile

Role Title:	Community Food Coordinator
Department:	Services
Reporting To:	Community Services Manager
Hours:	26hrs per week, worked flexibly (occasional evening / weekends)
Salary Range:	Scale 5 SCP 12 (£26,421) – SCPSCP 17 (£28,770) pro rata

Overview

Woughton Community Council is the council closest to the communities of Netherfield, Coffee Hall, Eaglestone, Tinkers Bridge, Leadenhall, Peartree Bridge and Beanhill. Supporting a population of around 15,000 people, the parish has some challenges but is a vibrant and welcoming community. An innovative and forward-thinking council, we are committed to the highest standards of delivery in everything we do.

This role sits at the heart of the community department, focusing on ensuring that the council priorities of addressing food poverty, social interaction and reducing waste are met. Working with colleagues from across the council, partners from outside agencies and volunteers, as well as members of the local community, you will be working to build upon the work already undertaken on this project that supports access to affordable and nutritious food, providing a welcoming environment and supporting community members and groups.

We are looking for someone with an understanding of menu creation and café management, who can work to develop a team of volunteers and support provision of the community café, ordering and managing supplies and ensuring the highest standards of hygiene and service delivery, as well as researching, developing, and delivering both existing and new projects across the parish.

With a committed, passionate team in place, the right applicant has a chance to make a real difference to the lives of local people, whilst developing professionally in a friendly and supportive environment.

Key Duties

Your key duties include, but are not limited to the following:

Leading on creation and delivery of food projects across the parish, supporting other groups and individuals and encouraging 'cross project' working.

Engaging and developing individual volunteers, ensuring relevant training and ongoing support is provided. This may also include engaging groups, charities, or other agencies.

Considering the environmental aspects of the projects, working with Food Connect, the Community Fridge network, SOFEA and others to minimise the impact of sessions, and work in sustainable and ecologically sound ways.

Work with colleagues and other agencies to deliver support within the food projects, developing a range of engagement opportunities, methods of support and access to information and advice that runs alongside the food elements.

More specifically:

- Creating menus and meal plans, ordering and obtaining relevant supplies and making best use of donated food.
- Ensuring all foodstuffs are booked in, recorded, and stored in line with policy and best practice.
- Managing the rotas for the various projects and sessions, using self, colleagues, councillors, and volunteers
- Providing / obtaining relevant training to officers and volunteers, ensuring legal compliance and best practice.
- Creation, in partnership, of a range of publicity materials to encourage use of community food projects.
- Liaison and partnership work with other services, officers and projects within the council and with external agencies and individuals to promote efficiency, joint working and collaboration.
- To work with others to utilise food sessions for wider benefit, as an engagement method and to offer space for both internal and external groups to deliver additional support, advice, and involvement.
- Working with colleagues from the Youth Service, offer opportunities for volunteers from the Princes Trust, Duke of Edinburgh, MK College, work experience and similar.
- To maintain high standards of cleanliness and hygiene at all times
- To work as part of the wider Woughton team, promoting the services and the council across the community and being part of larger, whole organisation events.
- Other duties commensurate with the post, as and when requested.

Person Specification

Essential

- An understanding of meal preparation and menu planning
- An understanding of the ethos of community cafes, food waste reduction and environmental issues associated
- Full driving licence
- Experience of working with community groups
- Knowledge of project management
- Ability to work as part of a multi-disciplinary team
- A warm, welcoming and non-judgemental approach
- Ability to work flexibly, making collections from donors as and when needed
- An understanding of health and safety, food hygiene and other relevant legislation (additional training can be provided)
- Basic to intermediate IT skills (e.g. Microsoft Word, Excel, Outlook).

Desirable

- Current Food Hygiene certificate (training can be provided if not in place)
- Staff / volunteer management
- Understanding and experience of publicity and promotion of events, projects or services

In return we offer:

- We are a Living Wage employer and offer a competitive salary range.
- We offer flexible working options
- We are a Mindful employer, supporting positive mental health and wellbeing
- We encourage access to training and development opportunities, with excellent levels of support and a focus on professional development
- We offer a 'Bike to work' loan scheme, providing tax free loans for bikes and cycling equipment
- We offer an excellent Local Government pension scheme, good levels of annual leave and excellent terms and conditions (including annual incremental pay rises, sick pay, dependents leave and similar).