



Wandsworth food partnership

WANDSWORTH FOOD PARTNERSHIP CO-ORDINATOR JOB DESCRIPTION AND PERSON SPECIFICATION

Job title:	Wandsworth food partnership Co-ordinator
Term:	A one year fixed term contract from June/July 2019 with likely extension (contingent on match funding being secured)
Gross Salary:	£12,558.00 (excluding NI + pension contributions) £22,425.00 fte
Hours per week:	21 based on a 3 day week
Holidays:	16 working days
Probationary Period:	3 months
Place of work:	Be Enriched Head office
Reports to:	Wandsworth Food Partnership & Be Enriched
Responsible for:	Volunteers

Background on Sustainable Food Cities:

Sustainable Food Cities is an exciting project supporting towns and cities across the UK to develop more sustainable food systems through the creation of a network to support, develop and share good practice.

The programme partners are the Soil Association, Food Matters and Sustain and the national programme is funded through the Esme Fairburn Foundation.

At its heart, the Sustainable Food Cities approach is about getting public, private, voluntary and community organisations to work together to develop a joint vision for healthy and sustainable food in their city or area and to develop and deliver an action plan that turns vision into reality.

The Wandsworth programme is led by Wandsworth Food Partnership - a cross-sector governance body that includes partners organisations and individuals from Food Enterprises, Third Sector Community, Health organisations and the Local Authority.

Overall purpose of the job

The Wandsworth food partnership Co-ordinator will be responsible for driving the delivery and development of a Wandsworth Food action plan and food poverty plan with the aim of making Wandsworth an exemplar Sustainable Food City.

Job description:

Main Duties

1. To develop a strategic food action plan and a food charter that can be delivered across all aspects of food, inspiring and enabling the active participation of a wide range of local partners.
2. To ensure the effective functioning of Wandsworth Food Partnership across the borough inc. administration, co-ordinating planning, dealing with fundraising and budgeting, organising and servicing meetings; setting up processes and procedures etc.
3. To liaise with Wandsworth Food Partnership and partners to develop a project around healthy and sustainable food with a key focus on community food engagement, food businesses and start-ups to encourage greater health across the community
4. To successfully deliver a borough-wide food-related campaign or a locally focused project, targeting the public, institutions and policy makers.
5. To support a communications/marketing strategy to promote the WFP working with borough-based partners to promote and extend the reach of the programme through effective press, broadcast and social media.
6. To identify and pursue opportunities for securing additional funds from a range of sources both to support delivery of the action plan and to extend the Wandsworth programme
7. To contribute to monitoring and reporting on financial and project progress and impact to Be Enriched, the Wandsworth Food Partnership group and Wandsworth Council Public health.
8. To organise events to encourage networking and the sharing of good practice, at a local level and to contribute to national events as relevant
9. To work with the Wandsworth Food partnership and other experts to develop and implement a monitoring and evaluation framework for the programme in Wandsworth.
- 11.To network with other food partnerships for the benefit of the partnership and members
- 12.To contribute to the activity of the wider network - e.g. maintaining relevant information, sharing local learning and good practice with the wider network.
13. To manage a team of 3 to deliver the above aims

This job description is not intended to be exhaustive but to indicate the main responsibilities of the post. Other duties may be required as determined by Wandsworth Food Partnership and as the programme develops.

Person Specification

The Wandsworth food partnership co-ordinator is a new role and you will need to have the motivation and flexibility to work in a way that enables the Sustainable Food Cities (SFC) programme to prosper in Wandsworth. You will need to have a big picture approach and be able to identify opportunities for the development of the programme both locally and nationally. You will be committed to the principles of the Wandsworth Food Partnership (WFP) and be enthusiastic about its aims and values. You will have excellent communication and interpersonal skills and bring a high level of professionalism to the role. You will be well organised, a self-starter and able to work independently but able to develop a close working relationship with a range of diverse partners both locally and nationally.

Qualifications

Relevant degree in food, business, sustainable development, planning AND/OR a minimum of 3 yrs equivalent work experience

Experience / knowledge

Experience of partnership working/network co-ordination
Experience of working in a small team
Demonstrable knowledge and understanding of sustainable food, and 1 or more of:
regeneration, health issues and policies
Experience of producing newsletter and web content
Experience writing successful bids
Experience and understanding of community food work
Experience of organising networking and other events
Experience of monitoring, evaluation and data collection
Knowledge of the issues and needs of the third sector, public sector and business communities
Understanding of the motivations and challenges within the food and health sector

Skills

Capacity to communicate clearly and succinctly in writing and verbally
Effective communicator with people and groups from diverse backgrounds
Excellent ambassadorial and interpersonal skills – the ability to inspire people in to action
Demonstrable project co-ordination, organisational and administrative skills
Confident in the use of IT systems

Qualities

Commitment to equal opportunities in all areas of work
Good mediation, problem-solving + negotiation skills
Self motivated with the ability to work with diverse partners
Ability to see the bigger picture and work creatively
Commitment to the aims of WFP
An appetite to both create and to respond to opportunities that arise through the course of the programme
Flexibility including willingness to work out of hours when required
Experience of bid/strategy writing and tendering
Knowledge of one or more: public procurement, public health, food production, food supply chain logistics, food waste management, local food economy
Public speaking / representing the project at conferences/meetings

Application process:

Please email your CV and motivational letter to jess@be-enriched.org by **9am, 6th June 2019**

Key dates:

Deadline for applying for this post is:	28thth August 2019
Shortlisted applicants will be informed by:	30th August 2019
Interviews will take place in London:	2nd and 3rd September 2019

If you have any access needs please let us know in your initial email.

This post is funded through the Big Lottery and Wandsworth Council Public health. The employing organisation is Be Enriched on behalf of the Wandsworth Food Partnership.

If you have any questions about this post please call Kemi or Jess on 07397288160 for an informal chat or email jess@be-enriched.org