**Your Local Pantry: Scottish Development Worker**

**Job pack**

 **Job title:** ‘Your Local Pantry’ Development worker

**Responsible to:** Church Action on Poverty Programme Manager

**Contract:** Initially a 1-year post with possible extension - subject to funding

## About the role

# The post-holder is responsible for working within the ‘Your Local Pantry’ programme to support Pantry development and expansion across Scotland. They will provide local partners with training, advice and support to set up operationally successful pantries within the ‘Your Local Pantry’ network; support funding applications for Pantry start-ups; and proactively seek out potential new Pantry partners across the country.

## Key objectives

* Promoting the rollout of the Your Local Pantry network
* Supporting the development of new Pantries across Scotland
* Ensuring new Pantries operate successfully and to a high standard

## Key responsibilities

### Pantry development

* Identify potential groups or organisations who could open and run a Pantry
* Build relationships with these groups to provide ongoing support for the opening of a new Pantry
* Train and mentor local partners to assist with development of the volunteer teams
* Support new Pantries with funding applications

### Promoting ‘Your Local Pantry’ and engaging potential new Pantry partners

* Respond to requests for information, help and support from potential new Pantry partners
* Pro-actively seek out potential new Pantry partners through social housing, local government, church and other community-based networks
* Make presentations and give talks as required
* Promote Your Local Pantry via social media and print channels

### Project management and development

* Report as required for management and funder purposes
* Play an active role in the Your Local Pantry project team and work closely with partners in Scotland, including Fareshare and Faith in Community Scotland
* Contribute to designing an evaluation of the impact of Pantries
* Participate in Your Local Pantry team meetings held virtually or at Church Action on Poverty national office in Salford
* Contribute as appropriate to work with Church Action on Poverty and our partners that will support the roll out of Your Local Pantry

## Accountability and relationships

The Development Worker will be accountable to Church Action on Poverty’s Programme Manager, and will work closely with the national Your Local Pantry officer and other development workers in the team. They will also have a close working relationship with staff from Fareshare and Faith in Community Scotland who will be assisting in the development of Local Pantries across Scotland. They will be expected to attend regular staff meetings and supervision sessions virtually and on occasion in Salford.

## Other details

**Duration:** 12 months initially, but with further 2-year extension subject to funding.

**Hours:** 14 hours per week (more hours may become available depending on the franchise take-up), including some 'unsocial' hours, evening and weekend working and overnight travelling for which Time Off in Lieu is provided.

**Salary:**  £27,455 pa pro rata paid monthly on the 14th day of each month.

**Pension:** Church Action on Poverty operates the Nest auto-enrolment pension scheme, and contributes a 10% employer contribution provided the staff member commits to making a 5% employee contribution.

**Holidays:** 25 days’ annual leave pro rata plus statutory holidays.

**Location:** Home working initially with the option to hot desk in the fiture at Faith in Community Scotland.

**Person specification**

|  |  |
| --- | --- |
| **Criteria** | Assessed by |
| **Skills/knowledge** |  |
| Knowledge and/or experience of community food projects and initiatives is desirable but not essential | A.I |
| Knowledge and understanding of social franchising or business acumen | A.I. |
| A self-starter who is good at initiating relationships and activities. Excellent networking skills | A.I |
| Strong interpersonal and communication skills including verbal, written and presentational.  | A.I. |
| Flexible and able to adapt to a range of individuals, organisations and approaches.  | A.I.R |
| **Experience** |  |
| Experience in project management and delivery  | A.I.R |
| Experience of building partnerships and relationships across a wide range of organisations and individuals | A.I.R |
| **Work related circumstances** |  |
| Understanding of and willingness to adhere to Church Action on Poverty’s vision and values  | I |
| Willingness to work flexibly, including some evenings, weekends, and Scotland wide travel, including occasional overnight stays | I |
| Full UK Driving Licence and access to a vehicle desirable. | A |

*A = Application; I = Interview; R = Reference*

# Application for employment *Confidential*

Job applied for: **Your Local Pantry Scottish Development Worker**Closing date: **10am, Thursday 20 August 2020**

**Personal details**

Surname: Other names:

Permanent residential address:

 Postcode:

Daytime telephone: Evening telephone:

Email address:

Where did you see this job advertised?

**Referees**

Please give the names and addresses of two people who can provide references. Do not include relatives (unless your current or previous employer is a relative). **If you are at present employed, please give details of your present employer. If not currently employed, please give the details of your last employer.**

|  |  |
| --- | --- |
| **First referee***Delete as appropriate:* Current employer / former employer / friend / other *(specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Telephone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* *Tick here if you do not wish us to approach this person without prior permission.*
 | **Second referee***Delete as appropriate:* Current employer / former employer / friend / other *(specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Telephone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* *Tick here if you do not wish us to approach this person without prior permission.*
 |

**Work experience**

*Please give details of past and present work. This can be paid work, voluntary work, work at home, time spent raising a family, etc. All time since leaving full-time education should be accounted for.* ***Start with the most recent. Use the space below and please do not attach a CV.***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name and address of employer or organisation** | **Job title or role** | **Paid?*(yes/no)*** | **Main duties** | **From** | **To*(month/ year)*** | **Reason for leaving** |
|  |  |  |  |  |  |  |

**Qualifications**

**Academic and/or professional**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Qualification** | **Level** | **Where obtained** |
|  |  |  |  |

**Training**

*Include any short courses you have taken.*

|  |  |  |
| --- | --- | --- |
| **From** | **To** | **Details** |
|  |  |  |

**Personal statement**

Your application pack includes a person specification. This is very important because it lists the essential requirements necessary for this job. **Please follow the steps below before completing this section.**

1. Study the person specification very carefully. It shows which of the requirements listed will be assessed from the application form. This means that the panel will be looking for evidence that you meet these particular requirements from the information you give in the space below.
2. Please show concrete evidence and real examples of how you meet each of these requirements. **Remember if you do not show that you meet these requirements, it will not be possible to shortlist you for an interview.** Please continue on separate sheets if required.

**Disabled applicants**

Where the successful applicant is a disabled person, every effort will be made to supply all necessary adaptations, employment aids or equipment to enable them to carry out the full duties of the job.

If, however, you feel that a certain aspect of the job may still prove unachievable by you, and this is due to the nature of your impairment, then the panel will give full consideration to the possibility of redesigning the job to remove that particular barrier. If you wish to bring such a matter to the panel’s attention at this stage, please do so in the space below. If you have no such matter to raise, then simply leave this space blank.

**Health and medical conditions**

Do you suffer from any medical conditions that might affect your ability to carry out the job?

Yes ☐ No ☐

*If yes, please give details:*

**Period of notice**

How soon after an offer of employment would you be able to start the job?

**Declaration**

I confirm that to the best of my knowledge the information I have provided in this application (including home address and self-declaration) is correct and true. I realise that if it is found that I have deliberately given false or misleading information I am liable to be disqualified from further consideration or, if appointed, to be dismissed immediately and without notice.

Signed:

Date:

*Please return to info@church-poverty.org.uk or Church Action on Poverty, 28 Sandpiper Court, Water’s Edge Business Park, Modwen Road, Salford M5 3EZ.*

**Equal Opportunities monitoring**

*The information in this section will be treated in the strictest confidence, and used to produce overall statistics about recruitment and selection, and to take action to prevent discrimination.*

**Gender**

*Please put a tick in one of these boxes.*

I am... Female ☐ Male ☐ Prefer not to say ☐ Other ☐\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Disability**

*Please put a tick in one of these boxes.*

Do you consider yourself to be a disabled person? Yes ☐ No ☐

*Please give further details if you wish:*

**Age**

*Please put a tick in one of these boxes.*

I am.. under 18 ☐ 18-24 ☐ 25-44 ☐ 45-64 ☐ 65 or over ☐

**Ethnic origin**

*Please put a tick in one of these boxes.* I would describe my ethnic origin as…

 Bangladeshi ☐

East African Asian ☐

Indian ☐

Pakistani ☐

Chinese ☐

Vietnamese ☐

Other Asian (*please specify)* ☐

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Middle Eastern ☐

Caribbean ☐

African ☐

Other Black *(please specify)* ☐

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

White & Black Caribbean ☐

White & Black African ☐

White & Asian ☐

Other Mixed Origin (*please specify)* ☐

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Irish ☐

White British ☐

Other White (*please specify)* ☐

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