



**GLASGOW  
COMMUNITY  
FOOD  
NETWORK**

**Project Manager**  
**A Low Carbon Food City for All**  
**November 2020**  
**Full Time, funded for 2 years**  
**£28,500 PA**

The Low Carbon Food City project is a partnership approach to climate action through food systems change. The project builds on years of excellent work carried out by the community food sector, and is framed around key actions in the new Glasgow City Food Plan. It will enable communities to be actively involved in creating a sustainable, fair and healthy food future, ensuring participation from the ground up.

Core themes of the project are community participation, urban agriculture, food education, campaigning, and COP26.

The Project Manager has overall responsibility for the smooth running and management of the Low Carbon Food City project. The role will oversee the project, supporting and ensuring delivery of outcomes and outputs, reporting to funders and stakeholders, and underpinning partnership and collaborative working.

This post is part of a team structure, and will work cooperatively with the Project Coordinator, Project Support Officer and Community Activators.

This unique project is delivered in partnership with GCFN, Urban Roots, Glasgow Eco Trust, St Paul's Youth Forum, The Space, and Central and West Integration Network. The project is funded through the National Lottery Climate Action Fund

### **Job Description**

- Providing leadership and direction by working cooperatively with the partnership, steering the project in order to ensure delivery of all outcomes and outputs.
- Supporting the team to work innovatively and creatively, finding and sharing best practice, up to date information, reports and other projects of interest.
- Networking across the UK sustainable food and climate action movement, building and cementing working relationships and collaborations.
- Ensuring that project objectives align with key policies, strategies and reports – contributing to these where possible by highlighting Glasgow's work as an example of change making and future thinking.
- Reporting to directors, funders, stakeholders and other networks on project activities and progress.
- Representing the organisation and the project on relevant committees and networks.
- Involvement in practical project activities and delivery where needed.

### **In addition**

- Provide direct line management and supervision to the staff team.
- Seek new opportunities for spin-off projects and resources to implement them.
- Apply for additional funds to support project delivery.

## Person Specification

### Essential:

- Commitment to and experience of managing, developing and implementing impactful work to promote sustainable food and farming
- Experience of working in partnership with multiple organisations from across community, government, public and private sectors.
- Previous involvement of working in networks and movements that advocate for intersectional, social and environmental equity.
- Understanding of the policy context, challenges and opportunities in relation to sustainable food, land, local government and climate change.
- Good skills, confidence and diplomacy in facilitating meetings, events and workshops (including virtual)
- Experience of managing and supervising staff, contractors and volunteers.
- Successful experience of writing funding applications, bids and tenders, preferably relating to food, farming or communities.
- Practical 'hands on' experience of food and community projects.
- Dynamic, can-do attitude with ability to be flexible and respond to changing needs and priorities.
- Excellent oral and written communication skills, with good attention to detail including writing engaging reports, briefings and news items
- High level of IT competency including use of email, databases and content management systems
- Commitment to and experience of cooperative and non-hierarchical working
- Good time management and organisational skills

To apply for this role please email a **2 page CV and covering letter also no more than 2 pages**, detailing your suitability for the job to [hello@glasgowfood.net](mailto:hello@glasgowfood.net), along with this [equal opportunities form](#)

Please state clearly which position you are applying for.

Applications should be received by **midday on Monday 7<sup>th</sup> December**

Interviews will be held on **Monday 14<sup>th</sup> December**. We are aiming to have a full team in place by early January 2021.