

**1st Step Development Ventures**

**Job Description:** 1st Step Mustard Seed Coordinator

**Responsible to:** Development Manager.

**Salary:** £26 0000 (0.8 pro-rata that can be worked flexibly).

**Hours of work:** 28 hours per week.

**Place of work:** Home based.

**Contract:** Fixed term for 1 year initially; with possibility of becoming a permanent post thereafter.

**Disclosure:** The post-holder will be subject to a Disclosure Scotland check.

**Background**

1st Step Development Ventures is a community-led charity and social enterprise working in West Lothian and Falkirk. We work towards communities that make addiction recovery real by challenging stigma, supporting people to see their own strengths, and creating opportunities for them to rebuild social connections and find purpose and fulfilment in their local communities.

Our aim is to promote recovery from addiction and improve mental health and develop sustainable social enterprises that can grow as our team grows into stronger and more resilient people, at the same time as making a positive impact in our community.

We run a number of initiatives that create fulfilling opportunities for people to learn, find purpose and build up strong, supportive relationships. Before Covid-19 struck, these included a successful catering social enterprise called The Mustard Seed. The Mustard Seed was created to provide quality volunteering and employment opportunities for people affected by addiction or poor mental health. We ran regular office lunches and catered for many community events. We always prided ourselves on high standards and very tasty food. This gave our team a real sense of pride and achievement from being involved.

COVID has presented both challenges and opportunities to explore income generating ideas and a need to move forwards with a long term funding vision. We are now looking to re-launch the Mustard Seed and are recruiting an exciting new key post of Coordinator to take this forward successfully.

**Job Purpose**

The Mustard Seed Coordinator is an exciting new role for the right person. They will lead and train our volunteers to help develop and grow our charity. They will be able to inspire enthusiasm in hospitality, and enable our volunteers to build and strengthen their own recovery journeys. They will also work closely and collaborate with our partner agencies.

Working with the Development Manager the post-holder will:

* Research and identify new catering/hospitality business opportunities;
* Set up and establish two or more hospitality trading initiatives, and
* Develop a funding and sustainability business plan for them for the next 3 years.

The post is initially on a fixed term, but our intention is to work toward making it a permanent post if possible.

**Key Job Responsibilities**

1. Research new potential hospitality/catering trading opportunities.
2. Set up and co-ordinate 2 or more trading initiatives, organising volunteers, managing resources, arranging service delivery and evaluating the service, taking lessons learned into forward planning.
3. Develop a 3-year long-term funding and sustainability plan, identifying sources of project funding.
4. Working with the Development Manager, complete funding applications, to secure resources from 2022 onwards.
5. Working with the Development Manager develop a communications plan, identifying opportunities for community events to both raise the profile of the organisation at community events, as well as providing fundraising opportunities.
6. Other responsibilities:

* Accountable for writing and maintaining own work plan.
* Any other duties relevant to the responsibilities of the post and which may be delegated by 1st Step.
* Working professionally and effectively at all times in line with 1st Step Development Venture’s organisational and operational policies and procedures.

**Key Skills and Competencies Required**

* Enthusiasm for and understanding of social enterprise.
* Experience of developing and delivering training, events or workshops.
* Experience of marketing and promotion.
* A clean driving licence.
* Results-oriented: able to work on own initiative and familiar with working to targets.
* Commercial skills: an understanding, preferably experience, of how to turn a business idea into a successful trading opportunity.
* Funding skills: some experience of preparing and writing funding applications.
* Communications skills: ability to communicate to a high standard both verbally and in written format.
* Understanding of how to promote commercial services to potential customers.
* Problem solving: ability to define problems, identify causes and find potential solutions.
* Analytical skills: accurately collect, analyze and evaluate information.
* Numeracy: have a strong understanding of preparing and managing budgets.

**Personal Qualities Required**

* Empathy with people in recovery from addiction or lived experience.
* An understanding of the challenges and processes of recovery from addiction and/or mental heath challenges.
* A positive role model for team members.
* Ability to motivate and encourage others.
* Willing to work hard until results are achieved.
* Can-do attitude.
* People person: be part of a team and feel comfortable working with potential customers.
* Ensures tasks are completed to time and to a high quality.
* Strategic thinker and future-focused.
* Team player.

**Application notes**

Applicants are invited to submit a CV of no more than two pages, and a covering letter of no more than two pages, setting out why you want to join us, and how you meet the person specification. These should be sent to

firststepdevelopment@gmail.com by Monday 25th October 2021.

**If you would like more information** or to discuss anything in relation to the new post contact Maria Throp Development Manager 07597392931 firststepdevelopment@gmail.com