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Inverclyde Community Food Catalyst

**£26,500 Full time 35 hours / week**

**Fixed term for 1 year**

# **Overview**

The objective of the role is to help residents within Inverclyde overcome social isolation, due to COVID 19, in communities new to food growing in Inverclyde through community food growing activities. These will bring people together to learn new skills whilst having fun and making new friends, creating connections and increasing wellbeing and confidence.

In doing so we hope that food growing will become ‘normalised’ through using traditional community development approaches like cascading learning to staff and volunteers who in turn then teach and share these skills with the wider community. Approaches will include joint planning, risk assessment, teaching, mentoring and amplifying the voice of community member’s wishes, needs and learning’s through social media and local news outlets as they engage with the whole range of food-growing skills.

These will include seed sowing, transplanting, increasing biodiversity, propagating, companion planting, year-round growing, harvesting, cooking and preserving, seed-saving, composting, foraging, growing indoors and outdoors, in polytunnels and greenhouses. Creating engaging seasonal cooking and eating opportunities with harvested food will be an important aspect of the role. The role will also cover recording and monitoring attendance, gathering impact data to meet outcomes while ensuring GDPR and organisational policy adherence are in place.

Additionally partnership working will be developed with Inverclyde Council and Inverclyde Community Food Network (ICFN) to set up and maintain social media. The platforms will promote and share food growing skills while encouraging participation in the groups via posts and lives from enthusiastic and informed regional new / existing growers.

You will be required to find suitable venues for events, publicise these, create ‘How To’ resources, purchase growing materials and equipment for groups as well as find and jointly apply for new funding opportunities.

**Background**

This new role follows on from a pilot year 2020/21 with a 2 day/ week self employed worker who explored the interest, capacity and growth possibilities for community food growing over the medium term. The scope of this pilot year was limited due to Covid restrictions and its impacts, and experienced as vastly increased poor health and stress for both communities and the organisations serving them. However, interest and motivation is growing locally for more support to grow food as financial and climate concerns start to impede supplies of and access to fresh food.

The role of Inverclyde Community Food Catalyst is funded by Inverclyde HSCP through their Recovery Plan Fund.The role will be hosted and funds managed through Belville Community gardens and line managed by Health Improvement HSCP and Inverclyde Community Food Network.

# **Roles and responsibilities**

* Creation and delivery of engaging seasonal planet friendly food growing sessions in discussion with the organisations, staff, participants.
* Mentor, support and enable key staff / volunteers to cascade their learning from you to their wider community via face to face sessions / online posts and live streams.
* Create live stream food-growing sharing opportunities between communities in Inverclyde through ICFN and an Inverclyde Council new social media sites.
* Creation of, as well as posting / responding to social media comments to develop participation and group belonging.
* Creation of accessible ‘How to’ DIY info suitable as paper and online resources to engage the community in seasonal food growing suitable for Inverclyde’s climate and soil.
* Project management - Administration and record keeping of own time, monitoring and evaluation of project outcomes and reporting back on budget.

# **Job Description**

## **Food Growing**

* To support and enable newbie growers, whether individuals or groups, to grow food in their homes, gardens and local community.
* Work with Parklea Branching Out and Belville Community Garden Trust and other suitable community groups to extend regular food growing opportunities from the local community that develop low carbon healthy recipes inspired by local people’s interests, preferences and knowledge.

## **Events**

* Initiate, develop and coordinate in partnership with ICFN 2 community growing events - i.e. potato day, seed saving event, etc that can become annual events

## **Publicity and Information**

* Creation and regular posting / live streaming of project developments showcasing community members and groups food growing journeys on social media platforms for ICFN and Inverclyde Council.
* Collaborate with ICFN to develop and populate additional social media sites.
* Regular updating of the Inverclyde Food Map.

## **Funding**

* Source and apply in partnership with ICFN for future funding to continue project work post 2022

## **Partnership Working**

* Partnership working with ICFN, HSCP, Belville Community Garden Trust, Parklea Branching Out and other community organisations and partners. Also partnership working with Inverclyde wide organisations such as Inverclyde Council, housing associations
* **Person Specification**

## **Skills and experience**

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| **Education/Qualifications and Experience** | **Essential/ Desirable** |
| Good standard of general education to Higher or equivalent standard | E |
| Literacy to a level required to draft effective correspondence, write reports, collaborate on funding bids and manage social media | E |
| Minimum of 2 years teaching food growing skills in a range of communities | E |
| Experience of recruiting and working alongside volunteers | D |
| Experience of working with community groups to develop their capacity over time | E |
| An awareness of legislation pertaining to activities including health and safety, safeguarding | E |
| Basic first aid training | E |
| **Knowledge, Skills** | **Essential/Desirable** |
| Ability to design and lead food growing activities, workshops and meetings indoors and outdoors | E |
| Work to outcomes, collate ongoing impacts, evaluate projects, write reports, source funding opportunities and collaborate on funding bids | E |
| IT skills including use of Microsoft Office programmes, data management, analysis, and presentation | D |
| REHIS Good Food Good Health Qualification | D |
| Effective communication and interpersonal skills including online communication on platforms such as Facebook, Instagram, Twitter, Zoom, Teams | E |
| Experience of mentoring food growing / sharing skills on-line and face to face in a community setting | D |
| Good organisational skills including ability to work under pressure and manage a budget | E |
| Experience of working in a third sector environment | E |
| Social media development and management skills | E |
| **Personal Qualities and Attributes** | **Essential/Desirable** |
| Ability to work with and enjoy working with different people of all ages and backgrounds including children | E |
| Ability to work in a busy, fast paced environment | E |
| Enthusiasm and ability to simplify complex subjects suitable for different age groups | E |
| Passion for the environment and knowledge about nature, gardening and climate change | E |
| High degree of discretion and respect for confidentiality | E |
| Self starter, organised and able to manage own time and a budget | E |
| Responds positively to new and challenging situations | E |
| Demonstrates a flexible approach to change | E |
| Demonstrates a genuine willingness to learn and develop | E |
| Possess an approachable, professional, and calm manner | E |
| A team player with excellent customer service skills | E |

**Further information:**

We are an equal opportunities employer and celebrate the diversity of our staff. We positively encourage applications from individuals regardless of sex, race, disability, age, sexual orientation, gender identity, religion or belief, marital status, pregnancy, or maternity. We are committed to increasing employment opportunities for people with disabilities and will respond positively to meet individual needs throughout the recruitment process and in the workplace. We also offer opportunities for flexible employment and welcome applicants who can speak a second language. Evening and weekend work may be required.

You will be required to undergo a criminal records bureau check (PVG) and you will be given a copy of our relevant policy for the employment of ex-offenders.

**Note:**

This job description is not exhaustive or wholly comprehensive. It merely acts as a guide and may be amended in the light of changing circumstances following discussion with the jobholder.

**To apply:** Please email your C.V and a covering letter of no more than 2 sides of A4 detailing your skills and experience in relation the person specification to [Catherine.tearne@inverclyde.gov.uk](mailto:Catherine.tearne@inverclyde.gov.uk) Closing date 19th November by midnight.

Interviews will be held on 6th / 7th December 2021 in Port Glasgow. For more information call Cath Tearne on 07387236784 .