

**1st Step Development Ventures**

**Job Description:** 1st Step Bridgend Eco-Hub Coordinator

**Responsible to:** Development Manager.

**Salary:** £21,400 (0.4 pro-rata that can be worked flexibly).

**Hours of work:** 14 hours per week.

**Place of work:** Bridgend Community Centre.

**Contract:** Fixed term for 2 years; 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, 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 by developing 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.

Since April 2020 in response to COVID-19 we have been running an essential items and food delivery service to people in need across West Lothian and Falkirk. The operation has evolved significantly and we have built strong relationships with many local communities, businesses and third sector organisations.

Over the course of this response to COVID-19 a longer-term need for food security and sustainability has become apparent. 1st Step has responded by starting to transition our food project into a new Eco-Hub based in the Bridgend Community Centre, which is open 3 mornings every week. We want it to be a space where local people can share and access surplus food from local businesses and community organisations with the main mission being sharing surplus with everyone and reducing food waste.

We are also re-launching our 1s Step Community Café which is open once a week on Tuesday lunchtimes and also distributes excess food.

We have received funding from Impact Funding Partners and have an exciting new post of Eco-Hub Coordinator. We are seeking an enthusiastic person who is passionate about food, cares deeply about everyone having the opportunity to eat well and hates to see waste. The new post holder will coordinate the volunteers for the café and the new Eco-Hub, support and grow the existing team, and help find new sources of excess food.

**Job Description**

Foster and develop a welcoming and inclusive atmosphere where everyone is treated as equals.

* Recruit, train and support volunteers.
* Coordinate volunteer rotas.
* Manage the flow of food through the project.
* Working with partners who donate food to the project.
* Receiving deliveries and sorting and managing stock.
* Stock rotation.
* Safe storage of high-risk food items.
* Overseeing the food project’s food hygiene and HCCAP.
* Initially work with volunteers to design processes and procedures.
* Working with everyone involved to shape and improve the service.
* To publicise the project locally.
* To manage the day-to-day finances of the Hub and Café.
* To run the 1st Step kitchen.
* Coordinating café volunteers, menus, purchasing food for meal preparation and distribution of excess food.
* To collect data and information as required for the development of the Hub and Café.

**Person Description**

*Essential*

* Passionate about healthy food, a conviction that choice and quality food should be available for everyone and hate to see waste.
* Empathy and understanding of recovery from addiction.
* Full driving licence.
* Strong team player, willing to lead by example.
* Positive and welcoming, good at working with a broad range of people.
* Experience of working with volunteers and/or supporting volunteers.
* Reliable and well organised with good time management skills.

*Desirable*

* Food hygiene qualification.
* Good computer skills.
* Experience of managing a budget.
* Experience of working in a food environment.
* Experience working in a food bank or similar.
* Local knowledge of Bridgend community.

**Application notes**

To apply please send us a copy of your CV and a covering letter explaining why you are interested in the role and how you think your skills and experience are what we are looking for to: firststepdevelopment@gmail.com by Monday 28th February 2022.

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