



BRIDGEND FARMHOUSE

JOB DESCRIPTION: To oversee and coordinate all Bridgend's catering functionality, Including Kitchen and Café

JOB TITLE: Community Food Coordinator

REPORTS TO: General Manager

PLACE OF WORK: Bridgend Farmhouse, 41 Old Dalkeith Road, Edinburgh, EH16 4TE

HOURS OF WORK: 37 hours a week (normally worked over 5 days but with the flexibility required for some evening, late-night, and weekend work)

SALARY: £25,000

PENSION: 4% employer contribution (conditions apply)

HOLIDAYS: 25 days of annual leave and 9 public holidays

CONTRACT: 24 months, with possible extension pending successful funding

About Bridgend Farmhouse:

Bridgend Farmhouse is an award-winning community benefit society with charitable status based in South East Edinburgh. Our mission is learning, working, and growing together to develop a flourishing community and place. Following a successful campaign to gain community ownership of the land, the community project renovated and extended the 18th century farm steading and now runs a thriving community hub where people meet to carry out creative, physical, and purposeful activities and to share their skills and knowledge with others. We work to address social inequalities, reduce isolation and loneliness, strengthen community involvement, build local resilience, develop environmental education and stewardship, and support people to be active agents in their life. Our members are our 400+ Community Shareholders, and we are led by our Board of Directors/Trustees who are elected from our membership and are predominantly local people. We work with a sociocratic model of sub-groups and Volunteers' Forum to inform and influence decisions at all levels of the organisation.

Purpose of the post:

This new post is funded in a combination of our unique Farm2Fork project and our existing Edinburgh Integrated Joint Board (EIJB) commitments. It has been created to develop, manage and coordinate the Bridgend community café and kitchen. The successful applicant will use all the facilities at their disposal to develop menus, supervise our community café and utilise our kitchen for our existing commitments and outside catering purposes. There is a particular focus on engaging and helping adults with Learning Disabilities and local residents from our area of benefit: EH16/EH17 areas in southeast Edinburgh. The post holder will reach out to people of diverse groups to involve them in a range of catering activities, to help address health and wellbeing inequalities, and raise awareness of food as a means of human connectedness and well-being.

The Catering Coordinator will oversee the delivery of community catering and training sessions at Bridgend Farmhouse community kitchen. The post holder will coordinate and develop learning, training, and volunteering opportunities in the kitchen with participants,



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according to their needs and abilities. The successful applicant will also help to develop partnership work and collaboration with other organisations and interest groups to utilise our kitchen and cafe, and identify further funding and income-generating opportunities to sustain this project beyond the current length of two years. The post holder will work closely with the Community Garden coordinator on the delivery of the Farm2Fork project.

The Community Catering Coordinator is responsible for the smooth running and maintenance of our Kitchen, Café and food storage facilities. They will create, develop and maintain robust systems, such as planning rotas, appointing sessional cooks, and food rotation to contribute to the smooth running and growth of Bridgend Farmhouse. This role will require flexibility, including some evening and weekend work, to allow the team to meet community members', groups', and external stakeholders' needs to ensure the success of the organisation, and highlight Bridgend Farmhouse as a community space to learn, work, and grow together.

The overall purpose of the post

To support Bridgend Farmhouse community café and kitchen in the safe and efficient day-to-day operation of our facilities for the benefit of all users. In particular:

- Managing the community Café & volunteers
- Delivering the International and community meals
- Developing a plan to create an outside catering business as a social enterprise
- Managing a calendar of community events (Burns Nights, BBQs, Christmas Meals, Etc.)
- Using the kitchen & café as a classroom for community nutritional education
- Record progress against agreed outcomes and report on monthly progress

Main responsibilities:

- Deliver on outcomes as specified by our funders
- Coordinate the delivery of regular weekly community meals and volunteer sessions at Bridgend Farmhouse
- Coordinate the delivery of regular monthly international meals and volunteer sessions at Bridgend Farmhouse
- Coordinate and supervise volunteers the community cafe
- Develop partnerships and collaborations with other community groups, schools, support services, and user groups who can participate in the community kitchen
- Through outreach and promotion, engage and support new volunteers and membership engagement with the project and activities, particularly with groups who are marginalised by learning disabilities, social isolation, mental health and Black and Minority Ethnic groups within our area of benefit
- Encourage peer-led group working, learning activities, and opportunities for skills exchange in the kitchen and cafe



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- Recruit and supervise free-lance consultants/sessional workers for relevant training events or activities
- Help organise events and training days in the kitchen and cafe
- Develop and maintain an evidence base for tracking individuals' progress. tracking individuals' progress. Track and work within a budget. Gather regular evaluations, case studies for feedback purposes. Contribute evidence required for any funders using varied media
- Attend the monthly Bridgend Farmhouse Garden/Food or Land Group meetings to help coordinate the farm2fork project with members and volunteers, and encourage collective and democratic decision making with all those involved
- Be prepared to work occasional evenings or weekends in response to organisational needs
- Work with Admin and Finance Officer to keep maintenance, stock levels, and inventory records up to date
- Comply with current health, safety and safeguarding policies and operating procedures
- Undertake any other duties as may be reasonably required by the organisation and as determined by the General Manager

PERSON SPECIFICATION

Essential knowledge, experience, skills and attributes:

1. Experience in community catering and development work.
2. Qualification in (or working toward) catering management
3. Experience of Recruiting, Motivating, Supervising and working with volunteers particularly people with Learning Disability and Vulnerable Groups
4. Knowledge and experience of dealing with Safeguarding policies
5. Good knowledge of Reduce, Reuse, and Recycle approaches to food waste
6. Ability to work on own initiative with minimal supervision – well organised and able to plan, prioritise, and administer own work
7. Excellent communication, interpersonal skills, a good team player with a sense of fun
8. Good Level of IT and digital competence, confidence and self-reliance - including social media platforms
9. Resilient, can-do and problem-solving approach to challenges
10. Building and sustaining strong working relationships with diverse stakeholders.
11. Conducting, monitoring and evaluation of projects
12. Ability to contribute to funding applications

Desirable knowledge, experience and skills:



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1. Knowledge of the local area and its communities
2. Training/qualification in First Aid and/or willing to undertake such training
3. Experience in supporting and motivating volunteer groups to take part in collective decision making

Disclosure (PVG) requirements

The appointment is subject to Bridgend Farmhouse being satisfied that the candidate meets the requirements of the Protection of Vulnerable Groups (Scotland) Act 2007.

To apply:

Informal enquiries to Roz Angus: roz.angus@bridgendfarmhouse.org.uk 0131 564 0068

Please submit your CV and reasons why you should be considered for this position by 5 pm Friday 25 February 2022 to:

<https://hr.breathehr.com/v/community-food-coordinator-21114>

Interviews will take place on Wednesday 02 March 2022

Bridgend Farmhouse, February 2021