**PERSON SPECIFICATION**

**Food Projects Coordinator**

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|  | ESSENTIAL REQUIRMENTS | DESIRABLE REQUIREMENTS |
| PROFESSIONAL/  EDUCATIONAL  QUALIFICATIONS | Food hygiene level 3  SVQ 2 in Food preparation and /or cookery or equivalent | CLD degree / diploma Relevant community experience  SVQ level 3 in food preparation and cookery or equivalent qualification |
| RELEVANT WORK/  OTHER EXPERIENCE | Previous experience in professional food production  Basic experience of stock ordering and management  Sound organisational skills  IT skills  Good knowledge and understanding of COSHH & HACCP principles and practices | Experience in the voluntary sector  Management of staff or volunteers  Knowledge and understanding of challenges of food insecurity and food waste in Dundee |
| PARTICULAR SKILLS/ABILITIES | Monitoring & Evaluation  Excellent organisational and time management skills  Good communication skills to relate to staff, volunteers and most importantly vulnerable adults and children | A passion for challenging food insecurity, and reducing food waste |
| PERSONAL QUALITIES | Positive Attitude  Excellent communication skills  Reliability |  |
| ANY ADDITIONAL JOB RELATED REQUIREMENTS | Flexibility to work occasional evenings and weekends  Satisfactory PVG check | Driving Licence & access to own vehicle |