**PERSON SPECIFICATION**

**Food Projects Coordinator**

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|  | ESSENTIAL REQUIRMENTS | DESIRABLE REQUIREMENTS |
| PROFESSIONAL/EDUCATIONALQUALIFICATIONS | Food hygiene level 3SVQ 2 in Food preparation and /or cookery or equivalent  | CLD degree / diploma Relevant community experienceSVQ level 3 in food preparation and cookery or equivalent qualification |
| RELEVANT WORK/OTHER EXPERIENCE | Previous experience in professional food productionBasic experience of stock ordering and managementSound organisational skillsIT skillsGood knowledge and understanding of COSHH & HACCP principles and practices | Experience in the voluntary sectorManagement of staff or volunteersKnowledge and understanding of challenges of food insecurity and food waste in Dundee |
| PARTICULAR SKILLS/ABILITIES | Monitoring & EvaluationExcellent organisational and time management skillsGood 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 AttitudeExcellent communication skillsReliability |  |
| ANY ADDITIONAL JOB RELATED REQUIREMENTS | Flexibility to work occasional evenings and weekendsSatisfactory PVG check | Driving Licence & access to own vehicle |