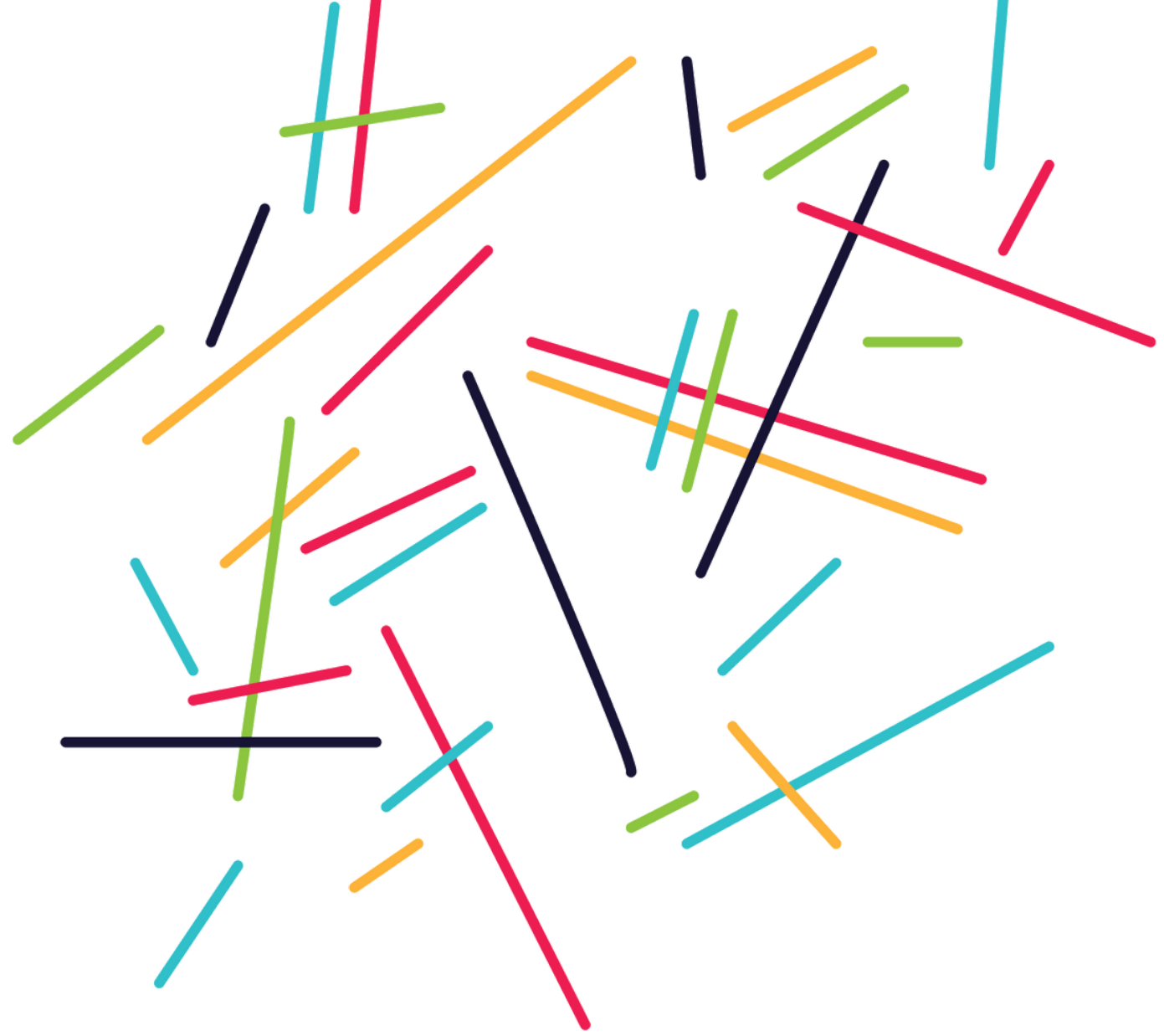




# Active Communities

## **Community Food Co-ordinator**



Active Communities (Scotland) Ltd. 7 Quarry St Johnstone PA5 8DZ

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Company number: SC370513. Charity number: SC041275.

# Hello.

Thank you for your interest in the vacancy for Community Food Co-ordinator.

Active Communities is an innovative and award-winning health and wellbeing charity in Renfrewshire. Active Communities grew from the success of Jogging Buddies founded back in 2003 and became a registered charity in 2009. The organisation has grown significantly and is well respected locally and nationally.

This year we opened our brand-new building in the heart of the community in Johnstone. The former Police Station has been transformed into a community-led health and wellbeing hub. The space is home to all our programmes and activities, including classes, courses and drop-in sessions. Station Seven also has a community kitchen and pantry, a volunteer hub, event spaces and meeting rooms. It is also host to Johnstone's first start-up business incubator, Start-Up Street Johnstone.

We are recruiting this new role to lead our food insecurity related projects. Our community pantry supports empowering communities to tackle food poverty by providing low cost food. This role will also develop the provision of a healthy and affordable range of food within our projects.

We have received funding for 3 years from the Robertson Trust to support this project.

To apply please complete the application form here <https://forms.gle/AnMe68XnhQHZUaK97> Feel free to contact us if you need the application in another format or any support with the application process.

The closing date is Friday 9th September 2022.

We look forward to receiving your application.

Susan McDonald  
Chief Executive Officer

# About Active Communities.

Active Communities is an innovative and award-winning health and wellbeing charity in Renfrewshire. We change lives through motivating and engaging programmes which we deliver using a supportive and friendly approach. We believe in the power of community, listening to community needs and working with local people to improve their health and wellbeing.

Our aims are to connect local people, improve health and wellbeing, reduce loneliness and isolation, tackle health inequalities and provide opportunities for people to reach their full potential.

## Our Vision

Our community will be happy, healthy, active, and connected.

## Our Mission

Empowering local people, by inspiring, supporting and enabling them to reach their full potential.

## Our Work

This year we opened community hub, Station Seven in Johnstone providing a range of health and wellbeing activities to the local community. We work closely with our partners to tackle social issues affecting the local community through our health and wellbeing work.

# Our Core Values

We strive to make our values part of our daily life at Active Communities and reflect who we are and what we want to achieve in the local area.

## We Champion

We empower and inspire people in the community that need us the most

## We Care

We are determined to include everyone and give people a place to belong

## We Connect

We listen, involve and we bring people together

## We Celebrate

We recognise all achievements should be celebrated, enjoyed and make us all feel good

## We are Courageous

We constantly challenge ourselves and have the strength and passion to make a difference in people's lives



# Job Description.

Job Title:	Community Food Co-Ordinator
Grade & Starting Salary:	£25,000 pro rata
Responsible to:	Station Seven Development Manager
Contract:	Fixed Term for 3 years
Hours:	28 hours/wk
Based:	Active Communities, Johnstone
Special Conditions:	Possibility of evening and weekend work

## Job Purpose

The Community Food Co-Ordinator will address food insecurity issues by ensuring the growth and sustainability of vital community food projects. This includes our community pantry which opened in June and developing the provision of community food projects.

The role will work closely with the Active Communities team, local community, businesses and partners to ensure that the community food project achieves its desired social impact within Johnstone and neighbouring communities.

## Tasks and Responsibilities

### Food Supply and Preparation.

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- Be responsible for the weekly management of food supply to the pantry and community food projects, including stock take and ordering with Fairshare and local suppliers.
- Prepare for and cook food within our kitchen for our various groups i.e. breakfast club, soup at lunch, packed lunches, after school health snacks.
- Identify and develop partnerships with local supermarkets and small food providers for donations of surplus end of date food.
- Assist the Development Manager to create a system for food donation or financial donation to support weekly stock provision.
- Develop innovative ways to provide the community healthy and varied food options through community food activities.
- Ensure effective stock control systems are in place.

# Job Description Cont'd

## Tasks and Responsibilities Cont'd

### Working with the community and partners

- Cultivate deep and genuine partnership relationships with all stakeholders and customers including demonstrating positive values and ethos.
- Develop and deliver community engagement strategies to assess community needs
- Work in partnership with local organisations like the RAMH Pantry and The Star Pantry to share resources and surplus food.
- Promote the pantry and recruit members in the local community who are in need of the community pantry and wrap around support services.
- Work with partners to deliver these wrap around services for example workshops / groups / one to one support such as mental health and wellbeing, income maximisation, fuel poverty, food growing, cooking, community meals within Station Seven.

### Financial Responsibilities

- Assist with the development of a model to ensure the future sustainability of the pantry.
- Budget and manage financial stability including ensuring competent budgetary and resources control within the Food Pantry, volunteer expenses budget, managing invoices and timely payments to suppliers, with support from the Development Manager.

### Leading Volunteers

- Lead and support volunteers on a daily basis and in accordance with the relevant policies and procedures and recruit new volunteers as and when required.

### Quality, Compliance and Monitoring

- Monitor and evaluate impacts by completing monitoring reports which demonstrates the impact to the community.
- Be responsible for weekly budget monitoring reports and monthly stock and wastage reports.
- Ensuring compliance to all relevant Health and Safety legislation for example in food provision and risk assessment.

This job description is intended to outline the post at this stage of development. It is not an exhaustive list, and it is recognised that jobs change and evolve over time. Post holders will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job, and to respond positively and flexibly to changing organisational needs.

# Job Description Cont'd.

## Person Profile

### Essential Qualifications:

Minimum SVQ Level 4/HND in food management, catering, retail, or community development

### Essential skills, knowledge and abilities:

- Skills and confidence with preparing and cooking food.
- Effectively lead and supervise people to get the best from them.
- Competency in food management system.
- Ability to manage own workload and others time effectively
- A good understanding and working knowledge of health and safety within a food or retail environment
- The capacity to collaborate with and motivate others both within and out with the organisation.
- Report writing and presenting.
- Willingness to undertake training and development
- Knowledge and understanding of, and commitment to, equality of opportunity, anti-discriminatory practices and inclusion

### Desirable skills, knowledge and abilities:

- Understanding of third sector or social enterprise environment and social challenges within Renfrewshire.
- Good understanding of effective budget management and financial awareness
- Work in partnership with food suppliers and third sector organisations
- Comfortable with CRM systems and other IT systems.
- Comfortable with Office 365
- Providing training and development to others
- Understanding of community engagement and food poverty.
- Driving Licence

### Essential attributes and values:

- Effective communicator with warm, friendly manner
- A commitment to working flexibly and creatively in response to changing organisational requirements
- Enthusiastic, compassionate and kind
- Provide positive customer experience
- Willingness to travel across Renfrewshire and undertake weekend and evening work.