



Faith in Community Dundee Coordinator (Cash First)

Responsible to: FiCD Director and DCFN Project Lead

Key relationships: The Trussell Trust, Dundee Community Food Network (DCFN) and partners, Dundee and Angus Foodbank, Dundee money advice agencies (DCC Advice Services, Citizens Advice Bureau, Brooksbank), The FiCD Trustees and the wider staff of Faith in Community Dundee.

Main Duty

This is an innovative new project building on current developments and pilot sessions, working in partnership with The Trussell Trust to develop new community based 'cash first' responses to food insecurity. The overall aim is to reduce the need for food support:

1. increasing access to effective advice through embedding cash first volunteers at community access points
2. foodbank referrers and other front line staff adopt a cash first approach (helping people access cash/money advice before referral to foodbanks)

The Coordinator, working closely with the DCFN Project Lead, will be responsible for leading the development of the Cash First Training Programme (including attaining accreditation); recruitment, training and support to Cash First Volunteers; development of a 3 Step Referral Strategy (including e-learning and remote learning options) and delivery of this strategy to a wider cohort of stakeholders.

At the heart of this work is partnership with The Trussell Trust, Dundee and Angus Foodbank, Dundee Community Food Network, Dundee City Council Advice Services, Citizens Advice Bureau Dundee, Brooksbank, NHS Public Health, and other wider partners.

Responsibilities and Duties

Design and development of Cash First Volunteer training programme

- Identification and involvement of relevant partner agencies in design and delivery of the training
- Review of current training including national training, inclusion of relevant elements (Money Advice Scotland, CAS, CPAG, MATRICS)

- First tranche of volunteer recruited, trained and supported into a CFV role in their respective settings
- Identify key community access points – Dundee Foodbank, Community Larders, Community Cafes, Community Drop-ins
- Develop agreement with Money Advice Services for referral pathway/resources to support measurement of cash first referrals, including successful client engagement.
- Review the first tranche of training and delivery, identify improvements and adapt.
- Second tranche of volunteers trained and supported into a CFV role in their respective settings.
- Review and improve referral pathways (working with Money Advice Services).
- Continue to measure cash first referrals.
- Explore employability pathways and key employability service partners.
- Identification of accreditation route and Trussell Trust support to take training through accreditation

Development and delivery of the 3-step referral strategy (cash first sessions incl. directing people to money advice services) training session city wide

- Explore e-learning, remote learning, blended learning.
- Development and delivery of 3 step referral strategy training, building on previous work.
- Compressed and/or accredited Cash First training/ 3 step referral strategy training delivered to min. 20 partner organisations front-line staff and volunteers.
- Identify gaps and target specific front facing organisations.
- Develop online recorded session for organisational intranets.
- Develop simple marketing relating to 3 step referral strategy.

Formalise and strengthen existing partnerships to provide a network of triage and referral pathways

- Development of advisory group (including terms of reference): include wider body of local voluntary and statutory orgs such as DCC Advice Services, Brooksbank, CAB, DCC Community Planning, Dundee Community Food Network, NHS Public Health, Tayside Nutrition and Dietetic service, and lived experience members.
- Advisory group develop map identifying access points to money advice.
- Advisory group identify gaps and develop strategies to fill these gaps, using the different cash first options available.

This document does not form part of your contract of employment.

Person Specification

Experience	Essential	Desirable
Proven experience of leading projects involving multiple partners	√	
Proven experience of developing and delivering training	√	
Proven experience of recruiting, training and supporting volunteers	√	
Experience of training staff		√
Experience of working independently and as part of a team	√	
Experience of working collaboratively with a wide range of partners	√	
Education and Qualifications		
Community Learning & Development/Community Education/or another relevant qualification (degree level)	√	
Skills and Knowledge	Essential	Desirable
Strong facilitation and community development skills	√	
Strong knowledge of key stakeholders involved in tackling food insecurity and a strong understanding of the complex issues relating to food insecurity	√	
Excellent interpersonal and communication (both verbal and written) skills	√	
Understanding the causes and affects of poverty within our very poorest communities.	√	
Knowledge and understanding of: <ol style="list-style-type: none"> 1. The Cash First Approach to addressing food insecurity 2. The key causes and affects of food insecurity 3. The Dignity Principles and how they can be applied 4. Financial and advice services within Dundee, how they operate and what support they offer 5. The current Dundee Community Food Network – who they are and how they operate (both independently and together), including the Dundee and Angus Foodbank and the Taught by Muhammad Foodbank 	√	
Proven knowledge of the assets in and the challenges of our very poorest communities.	√	
Excellent presentation skills and ability to produce clear, concise, user-friendly materials.	√	
Strong IT skills and ability to use various ICT software platforms including Microsoft Office (or similar).	√	
Good Budgeting and finance skills.	√	

Ability to flexibly plan workload and use initiative	√	
Attitudes and Values	Essential	Desirable
Commitment to the values of Faith in Community Dundee	√	
Ability to build positive relationships with people from diverse faith and cultural backgrounds	√	

Salary:

This is a fixed term contract, until 31st March 2025.

£31,881 per annum which is point 1 of Grade 3 of the FiCD Grade and Salary Structure

Pension:

After successful completion of a 3 month probationary period, the successful applicant will be auto enrolled into the pension scheme of The Pension Trust and backdated to the commencement date of employment.

7.5% Employer Contribution, 0.5% employee contribution

Hours:

The post holder will normally work 35 hours per week. Actual hours worked will be spread over no less than 5 out of 7 days per week. The general pattern of work will be as agreed between the Coordinator and their line manager, DCFN Project lead, and will be in accordance with the requirements of the role and the general needs of Faith in Community Dundee.

Due to the nature of the work, the actual hours of work will need to be worked flexibly in response to local community needs, therefore, the normal working week will, from time to time, include evenings and weekend work. This may incur longer and or different hours from the normal working week. Flexibility is therefore required in this post.

Location:

Faith in Community Dundee
Kirkton Community Centre
Derwent Avenue
Dundee
DD3 0AX

Although based at the office of Faith in Community Dundee at the above address, the post holder is expected to work and travel across the whole of Dundee with occasional travel out with to attend other organisational events.