



Active Communities

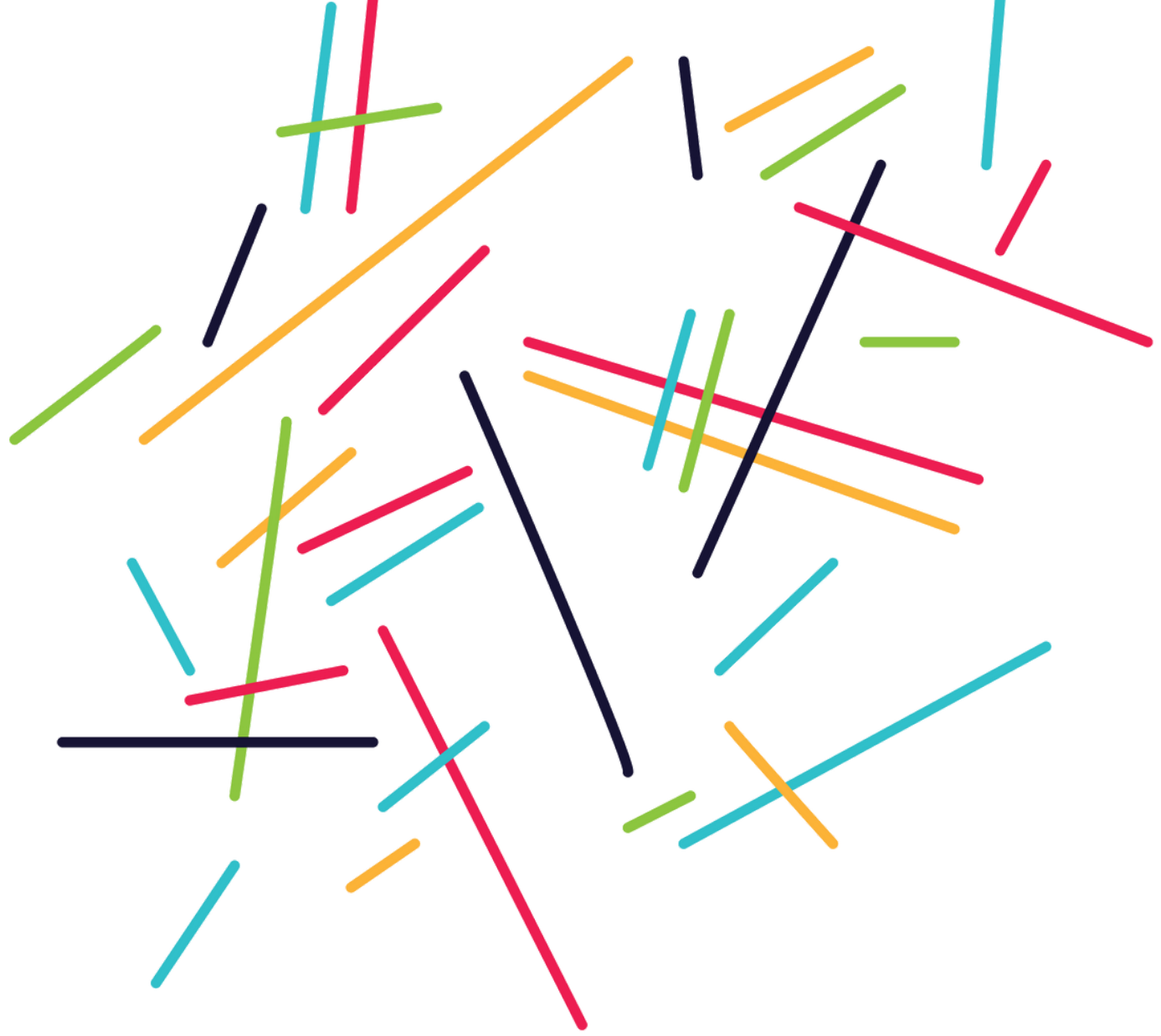
Community Chef



Scottish Government
Riaghaltas na h-Alba

This post is funded by Scottish
Government, Investing In Communities
Fund





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Company number: SC370513. Charity number: SC041275.

Hello.

Thank you for your interest in the vacancy for Community Chef.

Active Communities is an innovative and award-winning health and wellbeing charity in Renfrewshire, providing a range of health and wellbeing programmes and groups that cater for our local communities.

We took a huge leap in the past year with the opening of our very own Community Hub, Station Seven, in Johnstone, Renfrewshire. We host a range of community-led health and wellbeing programmes and groups as well as providing space hire for local organisations, businesses and people. We have a Community Pantry which has been open since last summer and has been a much needed resource for local people.

This new post will be part of our Scottish Government-funded new project, Round The Table. This project will use a holistic, community-led, place-based approach to address local needs and realise the full potential of our local community. The project will provide opportunities for people to come together “Round the Table” to: Access support, Eat, Cook, Talk, Participate, Share, Learn and Make decisions.

The Community Chef will be a key member of the Round the Table project team to plan, prepare and cook healthy food and share your skills with others. We are looking for someone with exceptional skills to cook healthy, affordable and sustainable food, to run a kitchen As well as a strong ability to effectively share skills with others. This project outcomes aim to tackle a number of social issues by getting people together through food. A good understanding of social issues is advantageous but an ability to learn more and engage with the community about social issues is fundamental.

To apply please complete the application form here [Active Communities Job Application Form - Google Forms](#). Feel free to contact us if you need the application in another format or any support with the application process.

The closing date is Monday 24th April 2023.

We look forward to receiving your application.



About Active Communities.

Active Communities changes 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

We provide a range of health and wellbeing groups and opportunities across Renfrewshire and in our Community Hub, Station Seven. Musical Tots, After-School programmes, Jogging Buddies, a crochet group, social drop ins, Break-xercise, Pilates, Mindfulness and gardening groups are just a snapshot of what we deliver.

We have welcomed the local charities Roar and Create Paisley as tenants in Station Seven which has helped us develop our partnerships with these organisations and collectively build on our community reach.

To sustain our Active Community aims and ensure Station Seven as a facility continues its high standards, we have to focus on income generation through space hire, events and fundraising.

Although our hub is in Johnstone, we continue to ensure we have a presence throughout Renfrewshire communities and with local partners, influence how social issues are addressed within the area.



Our Core Values.

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

We Champion

We empower and inspire people in the community who 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



Round The Table - Project Outcomes

To give you a better flavour of this project, below highlights some of the project's key outcomes.

- Increase local community involvement and ensure local people steer and influence the project delivery.
- Reduce food insecurities, improve access to nutritious food and improve skills of local people to eat healthier, cook on a budget and reduce food waste.
- Reduce loneliness and isolation.
- Provide local people opportunities to improve their employability skills through volunteering, placements and training opportunities.
- Develop collaborative partnerships with other organisations, businesses or groups to support the community.
- Increase the understanding and knowledge of climate issues with the local community and promote ways the community can make better environmental choices.

Job Description.

Job Title:	Community Chef
Salary:	£25,000
Responsible to:	Station Seven Development Manager
Contract:	Full time, 35 hours a week
Funded:	Fixed Contract 3 year post
Based:	Station Seven, Johnstone
Special Conditions:	Evening and weekend work

This post is funded by Scottish Government Investing In Communities Fund.

Job Purpose

The Community Chef will be a key member of the Round the Table project team to plan, prepare and cook healthy food and share your skills with others. Working in a new and fully equipped training kitchen you will provide opportunities for training, volunteering and work experience. With the overall aim to improve local people's skills with food prep and cooking to make healthier and sustainable choices with food.

To be successful in this role, you will need a passion for and extensive experience with food and cooking. You will have experience of teaching and sharing skills with beginners, and you will have creative and enterprising ideas about the programmes we plan and run, and have the ability to grow our vision of a place for people to come together to grow, cook, eat and learn. Experience of social enterprise and developing activities for income generation will be an advantage.

Other members of the project are Community Development Worker, Volunteer Co-ordinator, Community Food Co-ordinator, Programmes Development Manager and Station Seven Development Manager.

Key Responsibilities

Deliver Project Outcomes

- Support delivery of the project outcomes as agreed with the Scottish Government.
- Deliver a programme of food courses/workshops/events that engage the community in all aspects of healthy eating and improve their skills.
- Plan, prepare and provide a range of healthy and nutritious food for project activities.
- Ensure local people shape the project through influencing activities, programmes and services.

Job Description Cont'd

Lead the Community Kitchen

- Prepare and cook a range of healthy food at the highest quality and standard within our community kitchen.
- Develop a community kitchen model with training opportunities.
- Lead to develop a range of systems and procedures that support the running of the kitchen in line with Environmental Health and Health & Safety regulations.
- Work alongside the Community Food Co-ordinator to meet shared outcomes.
- Ensure stock levels are maintained and purchase/collect supplies as and when required.

Be Financially Responsible

- Assist with setting project budgets.
- Monitor project expenses and assist with the reporting of expenditure.

Work with people and build partnerships

- Build strong and effective working relationships with those colleagues working together on the project and the wider Active Communities team.
- Support and effectively lead sessional workers and volunteers.
- Develop strong partnership working with providers, local charities, community groups and businesses.
- Support local people to shape programmes and influence services.
- Support and on occasions lead sessional staff and volunteers

Ensure Quality, Compliance, Monitoring and Evaluation

- Monitor, record and report on the project's impact, collating quantitative and qualitative data, and report on the outcomes achieved.
- Follow Scottish Government project guidelines.
- Ensure compliance to all relevant policies and procedures

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 associated with the Round the Table project only to the equivalent level that is necessary to fulfil the purpose of the job, and to respond positively and flexibly to changing organisational needs.

Job Description Cont'd.

Essential Person Profile

As this post will be working directly with young people it is subject to a satisfactory Protection of Vulnerable Groups (Vulnerable Adults and Children) check, two satisfactory references and confirmation of your right to work in the UK.

	Essential	Desirable
Qualifications	Demonstrable commitment to personal and professional development	Hold SCQF Level 6 or above i.e. City & Guilds/NC/SVQ or equivalent in cooking.
Skills, Knowledge and abilities	Strong demonstrable skills in preparing and cooking a variety of food suitable for the local community.	A good understanding of nutrition and working with fresh seasonable food.
	Confidence and successes working in a kitchen and supervising others	Manage and lead a working kitchen
	Confidence and effectiveness sharing your cooking skills	Confidence and understanding engaging with people in the community
	Good understanding of HACCP and general food/kitchen health and safety	Confidence using digital technology
	Work within a budget and some budgetary responsibilities	Social enterprise experience
	Manage stock control and keep good records	Complete regular audits/evaluations and monitoring
	Good time management and organisational skills to deal with a busy kitchen environment	
	The capacity to collaborate with and motivate others both within and outwith the organisation.	
	Commitment to learning and development	Provide training and development to others
	Knowledge and understanding of, and commitment to, equality of opportunity, anti-discriminatory practices and inclusion	
	A valid Driving Licence	

Job Description Cont'd.

	Essential	Desireable
Attributes and Values	Effective communicator, written and verbally with a warm, professional, and friendly manner	
	Enthusiastic, compassionate and kind	
	Provide a positive participant experience	
	A commitment to flexible working	

What we offer you

- Excellent holiday entitlement (35 days including public holidays)
- Flexible working
- Westfield Health plan
- Nest pension
- Opportunity to make a difference and have influence in local communities
- Opportunity to work with a well-respected charity which has a strong sense of values and commitment to the community

We are committed to opportunities for all and welcome applications from all sections of the community and diverse groups.

We will treat applications in line with our privacy notice which is available on request.

Thank you for your interest in Active Communities - we can't wait to hear from you!