

Community Development Manager

INFORMATION PACK



The Larder West Lothian
Registered Charity SC042554
Company Number SC404466
www.thelarder.org



**Fighting Poverty and Hunger
with Dignity.**

**We recognise that education is
critical and food is empowering
in supporting disadvantaged
people to transition from
surviving to thriving.**

**We solve tomorrow's problems,
today.**

ABOUT THE LARDER

The Larder is committed to creating a more equal and just Scotland through the alternative economic model of social enterprise and calling for a Scotland without poverty, where everyone has the opportunity to achieve their full potential and the right to food is enshrined in Scots law.

We are a social enterprise that combats poverty and hunger, through 4 key strands:



01. TRAINING

for young people and adults who experience complex and multiple barriers to reaching their full potential.



02. SOCIAL FOOD

providing dignified responses to food insecurity and making sure no-one in West Lothian goes hungry



03. ENTERPRISE

projects that create solutions to social problems, improving life chances, the creation of living wage jobs and generating surplus to support the charitable aims of the organisation.



04. CAMPAIGNING

working with other charities to call on Governments for systemic changes that will eradicate poverty in Scotland .

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It is our mission to empower the most disadvantaged children, young people, adults and communities to improve their life chances, through access to learning and good food.

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MISSION

OUR VALUES

We live and breathe the values of Transformation, Compassion, Collaboration, Honesty and Quality, embedding these into every aspect of our organisation.



TRANSFORMATION

We believe in the power of learning and food to create change for individuals



COMPASSION

We make every effort to understand the feelings and emotions of every one of our beneficiaries.



COLLABORATION

We recognise the importance of working with others to achieve change



HONESTY

We act with honesty in leadership, decision making, policies and practice



QUALITY

We provide high quality services supporting those most vulnerable in society.

ROLE PROFILE

Job Title:	Community Development Manager
Reports To:	Director of Operations
Contract:	Full-time, FT (Linked to Scottish Government with potential for continuation)
Hours:	37.5 hours per week - Monday to Friday 8.30am to 4.30pm (occasional evenings and weekend work may be required)
Salary:	£34,429 to £35,937 per annum
Location:	Livingston, West Lothian (travel throughout West Lothian)
Closing Date:	Friday 28th April 2023
Interview Dates:	Shortlisting: Thursday 4th May 2023 Interview Date: Wednesday 10th May 2023

Are you passionate about alleviating and eradicating poverty and in particular food poverty?

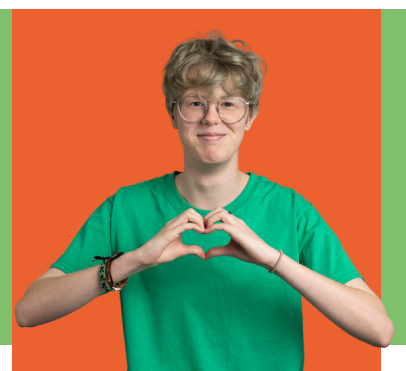
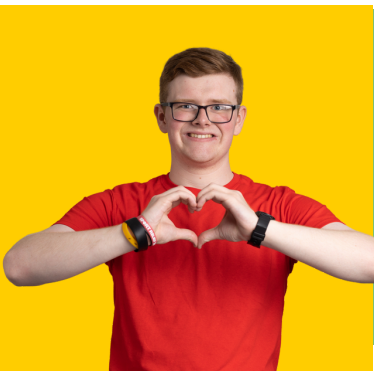
We are seeking an experienced community practitioner to manage the development, implementation and day-to-day operational delivery of The Larder's Catalyst Kitchen Project.

This role offers an opportunity to develop The Larder's Catalyst Kitchen project and contribute to reducing hunger and food insecurity in West Lothian. We have successfully secured funding for three years from the Scottish Government to develop a more sustainable model that demonstrates innovation and excellence. We are seeking an individual who aspires to the alleviation and ultimately the eradication of poverty with a minimum of 5 years' experience of working in and with communities to find their own ways to alleviate poverty.

During Covid our food poverty project had to change direction and provided over 200,000 free ready meals to the doors of West Lothian residents experiencing food insecurity. As we move out of Covid restrictions and the Cost of Living Crisis we are keen to get this project back to its food with dignity roots and a more sustainable model.

This exciting new role will lead on the implementation of the next phase, which will build a more sustainable approach with dignity and good food at the heart of the project. The successful applicant will oversee the implementation of a new model of delivery, which will include charging for ready meals, roll out of a mobile food van, cookery classes and a ready meal pilot for isolated older people in partnership with The Food Train. You will also lead on our steering group to ensure that the voices of those with lived experience of food insecurity are heard at every stage of our project.

The Larder is a small but growing social enterprise and look to recruit people with a can do attitude who are not afraid to get their sleeves rolled up to deliver change for the most disadvantaged people in our communities.



JOB DESCRIPTION

Managing the project and positive beneficiary engagement

- Lead the development and delivery of the Catalyst Kitchen project
- Support and Line manage Catalyst Kitchen team members, including Community Food Workers and Community Chefs.
- Manage Catalyst Kitchen budget and report on this to leadership team and board.
- Build relationships to support and promote the project at a local and national level
- Ensure the voice of those with lived experience informs the development of the project
- Develop a social impact plan for the project and manage processes to evidence impact
- Write reports to be presented to the management team, the board and funders
- Ensure that all CK activity is delivered in line with SG expectations on food with dignity.
- Recruit support and develop volunteers across the project
- Ensure that all relevant data is captured and managed in line with GDPR
- Liaise with Director or Training and other Larder staff to integrate our training into the project
- Work with local partners to provide access to income maximisation for those that want it
- Manage the planning and delivery of stakeholder events

Quality

- Manage milestones set out in the contractual agreement with Scottish Government and other funders and take necessary action to support and resolve according to performance levels.
- Develop case studies and promotional materials and ensure that there is sufficient information at all times to evidence social impact.

Leadership

- Promote, implement, and deliver our Equality and Diversity strategy
 - Implement safe working practices in line with our Health and Safety procedures
 - Ensure compliance with contractual, legal, regulatory, ethical, and social requirements
 - Inspire, encourage, empower, and promote innovation and share best practice with team and stakeholders
 - Provide effective value based leadership for staff, volunteers and beneficiaries
 - Lead by example to ensure that the beneficiary engagement with the project creates change
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Managing Self

- Time manage self and be able to balance conflicting demands and tight deadlines
- Work with line manager to put in place a CPD plan. Take ownership of the CPD plan and ensure that it is implemented and regularly reviewed
- Develop personal networks and ensure that key members of this network are aware of the benefits of networking with The Larder.

Standard Responsibilities for all positions in The Larder

- Participate in any staff review/performance management processes involving the identifying and meeting of training needs for self and others.
- Take appropriate responsibility to ensure the health and safety of self and others.
- Pursue the achievement and integration of equal opportunities throughout all activities.
- Undertake any other tasks and responsibilities appropriate to the level of this post.
- Comply with all Larder policies and procedures
- The Larder is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults and expects all staff to share and promote this commitment.

Practical Requirements

- Current driving licence and access to a car for work travel purposes is desirable as frequent travel across the county is required. You may also be required to drive The Larder van with equipment required for events.
- Able to work flexible hours and location as required

Staff Benefits

- 29 days leave (inclusive of public holidays)
- 2 Health and Wellbeing days each year
- Company pension contribution of 3% (under review)
- Company sick pay scheme
- Opportunities to shape the future work of the organisation
- Access to company health and well being support
- Commitment to continued professional development

To apply for the post, please send a tailored CV and covering letter to the post to recruitment@thelarder.org

The covering letter should be no more than one A4 side and should set out why you want to work with The Larder, expanding on the specific skills that you would bring to the post and how they connect with our values.

Requirements	Essential	Desirable	Method Of Assessment
Qualifications/ Training		BA degree in CL&D, Social studies/policy or equivalent Or A lower level qualification with over 7 years experience of anti-poverty project work	CV and qualifications review
Knowledge and Experience	<ul style="list-style-type: none"> Minimum of five years working with individuals and communities to develop dignified responses to food insecurity Managing projects, budgets and teams 	Monitoring and evaluation methods to evidence social impact	CV and Interview
Skills	<ul style="list-style-type: none"> Strong report writing Strong organisational skills, the ability to prioritise workload Excellent IT skills including the use of Microsoft packages, in particular word, excel and PowerPoint 		CV and Interview
Personal Attributes	<ul style="list-style-type: none"> Works for continuous improvement, is proactive and demonstrates perseverance Coaches, supports, and develops people to enable them to reach their full potential 	Holds a current clean driving licence and has access to own transport	CV and Interview

THE LARDER

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