



Job Specification - Community Larder Service Manager

12 Months Contract, 35 Hours per week, £30030 pa

Deadline Monday 9th October, 12pm.

This role is part funded by the National Lottery Community Led Fund.

<https://www.myleaproject.org/recruitment>

THE ORGANISATION:

Local Energy Action Plan is a registered charity operating in Renfrewshire. This role sits within LEAP Together, an area of the organisation with the following aims:

- Building resilience locally by improving community services and facilities, through environmentally sustainable means
- Tackling social isolation and food insecurity locally
- Improving wellbeing within the community
- Creating meaningful volunteering opportunities

THE PROJECT:

Our Community Larder is currently based out of premises at Lochhead Gardens with over 500 member households / c1300 individuals. The objective is to redistribute food and other basic household items which would otherwise be going into landfill, reducing unnecessary waste and production. We are also reducing food insecurity within our community. We are moving through a time of significant development and our vision is that the site will become a social space, where community members will meet and events and activities will take place. We operate the project along the guidelines for Dignified Food Provision.

THE ROLE:

Reporting to the Project Manager, the role can be split between home and on-site working, at the Community Larder or out of our shared workspace on Lochwinnoch High Street. The role will involve management of two members of

staff, to ensure smooth operation of the service, and coordinating a large Volunteering Team.

Offering volunteering opportunities is as important as any other part of our work, and a focus of this role will be managing and developing those individuals to ensure the work is meaningful and their development is prioritised. It will also involve building partnerships with local people and organisations.

SALARY & HOURS:

This role is offered at £30030 pa. It will be hybrid working with some hours being on a set schedule and others being made up flexibly. It will require occasional working in evenings and weekends in line with project requirements.

DUTIES:

- Overall responsibility for volunteers management, recruitment and training, ensuring the project delivers the Volunteer Development Programme
- Helping to arrange social and team building events for volunteers
- Identifying training and development opportunities within the Volunteer Team - ensuring all Volunteers feel engaged and valued; It is important that we understand the personal objectives of the Volunteers and work to meet these and enhance skills and experience for each, wherever possible.
- Managing applications for all volunteers and ensuring all paperwork is received and distributed
- Keeping records of member engagement and producing weekly and month reports on service stats
- Ensuring service is compliant with HAPC and food safety standards
- Management of staff: Day-to-day facilitation of service together with staff team, promoting team working and communication
- Promoting service on social media via social media
- Building relationships locally with other groups and organisations and networking with other projects and support services across Renfrewshire and North Ayrshire
- Organising fundraising events
- Engaging in community consultation and seeking opportunities to develop relationships with members
- Identifying, developing and delivering opportunities for mini-projects and community participative events, including cooking classes and demonstrations
- Supervising Duke of Edinburgh Volunteers and ensuring they are supported in their role and appropriate safeguarding is in-place
- Identifying suitable funding opportunities and completing funding applications
- Financial administration of project budget

- Facilities management; Coordinating works and instructing contractors. Ensuring assets, outside space and facilities are maintained, safe, and fit for purpose.
- Networking and facilitating partnerships with other support organisations.
- Occasional collection of food from supermarkets depending on Volunteer availability.

REQUIREMENTS

Essential:

- Strong administration and IT skills
- Strong numerical skills and knowledge of MS Excel or google sheets
- Excellent communication skills and the ability to deal with diverse ranges of people compassionately
- Strong leadership skills and previous experience of managing staff
- Experience of motivating others in a work environment and building positive relationships within a Team
- An understanding of the principles of dignified food provision
- The ability to remain calm while working under pressure or with urgency
- An awareness of climate issues and an enthusiasm for reducing carbon emissions and food waste
- An understanding of food insecurity and the social factors which contribute to poverty
- Driving license and own transport

Desirable:

- Experience of managing volunteers
- Experience of working within a food business
- Previous experience from the voluntary / charity sector
- Dignified Food Provision Training
- Food Hygiene Training
- Previous experience or working within a Community Food Project

A successful candidate will be required to pass a PVG check with Disclosure Scotland.

To apply, please forward your CV to tori@myleaproject.org together with a covering letter.