

## **Whitburn and District Community Development Trust (WCDT)**

### **Job Description**

**Position Title:** Community Food Coordinator

**Location:** Community Fridge, Whitburn, West Lothian

**Reports to:** Community Development Worker

**Responsible to:** WCDT Board of Directors

**Contract Type:** Fixed term for 12 months with possibility of Contract Extension (funding dependant)

**Hours:** 20 hours per week (Monday to Friday, in line with Community Fridge opening times)

**Salary:** £12.60 per hour (Real Living Wage)

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### **Purpose of the Role**

Whitburn and District Community Development Trust (WCDT) is a community-led organisation at the heart of Whitburn, working to support local people and groups to thrive. Our mission is to create a more connected, confident, and resilient community by delivering local initiatives, encouraging volunteering, and fostering collaboration.

The Community Food Coordinator will coordinate the day-to-day running and development of the Community Fridge and Larder, ensuring it operates safely, efficiently, and inclusively. The role involves coordinating and increasing surplus food collections, managing the Brunch Club at Home project, supporting volunteers, welcoming community members, and helping reduce food waste while supporting those in need.

This post is a key part of Whitburn CDT's wider Community Food Sustainability work — helping to redistribute surplus food, supporting community meals, and building partnerships that promote dignified food access, reduce waste, and improve local wellbeing.

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### **Key Responsibilities**

- Coordinate the daily operation of the Community Fridge & Larder, including managing stock and food collections, volunteer rotas and our Brunch Club at home project.
- Recruit, train, and support volunteers, ensuring they feel valued, motivated, and confident in their roles.
- Build new and maintain strong relationships with local food partners and suppliers to increase surplus food donations.
- Contribute to the ongoing development of Whitburn CDT's Community Food Sustainability initiatives, supporting collaboration across the Trust's food, garden, and wellbeing projects.

## **WHITBURN AND DISTRICT COMMUNITY DEVELOPMENT TRUST**

- Ensure food hygiene, health and safety and recording procedures are followed at all times.
- Maintain accurate data and contribute to reports demonstrating community impact.
- Provide a welcoming, inclusive environment for all visitors and volunteers, promoting a dignified approach to food access.
- Engage with the local community to increase awareness of the project and build partnerships with relevant local groups.
- Support the ongoing development of the project, including identifying opportunities for sustainability, collaboration, and growth.
- Any other duties that may reasonably be required in line with your main duties.

### **Person Specification**

#### **Essential:**

- Friendly, approachable and enjoys working with people.
- Reliable, well organised and able to manage day-to-day tasks independently.
- Practical and hands-on; comfortable working in a busy community environment.
- Basic IT and record-keeping skills.
- Willingness to complete a Food Hygiene certificate (training provided).
- Valid driving licence and use of a car.

#### **Desirable:**

- Experience working or volunteering in a community, food or charity project.
- Knowledge of food safety or previous experience handling food donations.
- Experience supervising volunteers or coordinating small teams.
- Awareness of environmental sustainability and food waste reduction.

### **How to Apply**

To apply, please send your CV and a short cover letter (maximum one page) explaining why you're interested in this role and how you meet the person specification.

Applications should be sent to [whitburncdt@yahoo.co.uk](mailto:whitburncdt@yahoo.co.uk) with the subject line "Community Food Coordinator Application".

**Closing date:** Sunday 23<sup>rd</sup> November 5pm

**Interviews:** Monday 1<sup>st</sup> of December

If you would like an informal chat about the role before applying, please contact David Macdonald, Trust Manager, via [david@whitburncdt.org.uk](mailto:david@whitburncdt.org.uk) or by calling 01501 748708.