



Job Specification: BRITE Box Project Coordinator - Elmbridge

2 days / week (Mon ½ day, Thurs all day, Fri 11:30 - 15:30)

@ £23,000 - £25,000 p/a pro rata, depending on experience plus up to 6% matched pension

Start date: w/c 19th September

Possibility for term time only employment (to be discussed in interview)

1. Purpose of job:

We are a growing organisation with ambitious plans and amazing staff and volunteers. The purpose of this job is to ensure that the day to day coordination and execution of the BRITE Box project in Elmbridge is efficient, smooth and responsive to our partners. BRITE Box is a meal recipe kit for 5 people which has the aim of tackling food insecurity in a fun family way, providing key cooking skills to children, bringing families together around food and encouraging a healthy relationship with food from an early age. The programme comprises 36 weekly recipes, and the boxes are delivered to participating families weekly on a Friday during term time through 5 - 6 local primary schools. This role will involve coordinating the project across Elmbridge (ca. 80-100 families per week) with the support of the core BRITE Box team. You will be part of a wider staff team and responsible for coordinating with admin/office staff, maintaining active, healthy relationships as well as a knowledge and appreciation for the wider work of BRITE Box and Voices of Hope.

The BRITE Box project is growing in scope and impact and there will be potential after the initial 3 month probation period for growth and additional hours within this role and the wider project.

2. Key role descriptions:

2.1 - BRITE Box 'Elmbridge' Project Coordination

Ensure the smooth running of the BRITE Box project in Elmbridge

- Liaison with all local partners - project venue (Esher/Molesey/Walton), participating schools, Walton & Hersham Food Bank & any local suppliers
- Coordinate and manage volunteers to execute the project locally - 2 sessions / week on Thursday and Friday, covering ingredient prep & box assembly/packing and delivery to schools.
- Termly / weekly stock planning and management of key BRITE box packaging and food items
- Developing and coordinating a local supply network (to include supermarket, butcher, greengrocer) to ensure all ingredients are available in packing location each week.
- Manage key BRITE Box Elmbridge project admin - maintaining participant school files, printing weekly recipe guides, managing budget and tracking project expenditure
- Ensure all food safety requirements for the project are met
- Liaison with BRITE Box project managers to ensure successful delivery and development of the programme.
- Be the primary ambassador for BRITE Box in Elmbridge and build local relationships

- Participate actively in regular BRITE Box partner review meetings with Kingston, Southwark and any new areas.

3. - General Responsibilities

- Carry out responsibilities/duties within the framework of VoH's Equal Opportunities, Health and Safety and other policies and relevant legislation at all times
- Develop excellent working relationships with VoH staff and volunteers
- Carry out additional tasks that may be required from time-to-time in order to achieve agreed project outcomes and outputs and personal targets agreed with the Line Manager
- Undertake training and constructively take part in meetings, supervision, seminars and other events and to assist with the effective development of the post

4. Summary of terms and conditions of service:

Location: The post-holder will be an employee of Voices of Hope and will report into the BRITE Box Project Team Leader.. This post is based between the Elmbridge BRITE Box location in Esher/Molesey and the Voices of Hope office in Kingsgate Church, Kingston (161A Clarence St, KT1 1QT) with some ability to work from home.

Probation & Post: This position is on a permanent employment basis subject to a probation period of 3 months. After this, you will receive bi-yearly reviews with the post then being on a monthly rolling basis, subject to incoming funding. The post is 2 days a week (ideally spread over Mon, Thurs, Fri as above), with some ability for flexible time (in agreement with the employee/employer).

Notice: This post is subject to a four-week notice period.

Annual leave: The annual leave entitlement is 20 days plus 8 bank holidays (this is pro-rata for part time staff). Additional conditions will be discussed if the applicant prefers a termtime only position.

Pension: After the first month of employment, Voices of Hope will contribute up to 6% of annual salary as part of our pension plan. This plan is based on matching up to 6% of employee contributions.

Expenses: Out-of-pocket expenses will be paid when incurred in accordance with our expenses policy.

Safeguarding: The post-holder will adhere to Voices of Hope's safeguarding policy for vulnerable adults and children and will also be subject to a DBS.

This job description covers the current range of duties and will be reviewed from time to time. It is VoH's aim to reach agreement on changes but if an agreement is not possible, VoH reserves the right to change this job description.

Application: Application is via CV and covering letter to bb@voh.org.uk by Aug 31st 2022. Interviews will be w/c 5th September.

Person Specification:

(All ESSENTIAL unless shown as DESIRABLE)

Education
Education to minimum A level standard in 3 A Levels or equivalent level of experience working at a similar level within a relevant area
Experience
Experience of project coordination involving multiple partner organisations
Experience of productive, collaborative working with a range of stakeholders
Experience of working as part of a team
Experience of working with volunteers
Experience in food safety or sourcing (DESIRABLE)
Skills, Knowledge and Abilities
Understanding of the work of the voluntary sector
Keen interest in the nature and aims of the project
Strong ability to communicate clearly, concisely and persuasively, both verbally and in written forms to a variety of audiences
Level 2 food hygiene certificate (DESIRABLE - training can be provided)
Excellent Organisational skills
Excellent interpersonal skills and the ability to quickly build strong relationships with partner organisations and team members
Reliability
Ability to work on own initiative and to organise own workload without significant support
A flexible approach, and willingness to be adaptable and respond to changing circumstances
Competent ability on Pages, Excel, Google Docs, Numbers and/or an ability to learn new systems
Confidence to present to organisations, concisely and persuasively
Ability to work in a fast-paced environment, prioritising workload accordingly and working effectively to deadlines
Ability to follow up new organisational leads and to effectively represent BRITE Box
Ability to work well with volunteers and to supervise their work effectively to ensure a consistently high standard of delivery
Knowledge of Data Protection Act (DPA) 2018 and the EU General Data Protection Regulation (GDPR) 2018