

Good Food Group Coordinator

|  |  |
| --- | --- |
| Hours per Week: | 28 hours |
| Salary: | £32,000 pro rata plus 5% pension contribution |
| Contract: | Fixed term until September 2025 (with possible extension) |
| Annual Leave: | 27 days per year plus Bank Holidays pro rata |
| Reporting to: | Deputy CEO / Health programmes manager |

**The Role**

Reporting to the Deputy Chief Executive/Health Programmes Manager and working collaboratively as part of the Kingston Voluntary Action (KVA) Team, to facilitate fairer access to healthy, nutritious, and culturally appropriate food as well as wider advocacy support around food to improve economic, social and health outcomes for everyone in Kingston. You will be required to support groups with advice, training, access to funding and surplus food, as well as opportunities to network and contribute to future strategy, ensuring that we deliver on the Good Food element of the Health, Care and Social Prescribing Contract awarded by the Royal Borough of Kingston upon Thames.

**Responsibilities**

**Development of the Good Food Group & Implementation of Kingston’s Food Insecurity Strategy**

To develop and sustain the Kingston Good Food Group including the development and implementation of its strategy, ensuring communities that use the group address wider determinants of health and social inequalities and local people use it to access nutritious food and eat healthily. The role will include hands on delivery to;

* Organise and facilitate Kingston Good Food Group network meetings in order to share local intelligence, knowledge and new ideas
* Grow Kingston Good Food Group to include smaller community groups (both formal and informal) and faith communities and ensure the growth of the Rapid Response Group
* Explore funding and training opportunities for the group from a range of sources
* Enable access to surplus food once the surplus food hub is established
* Promote the Good Food Group widely throughout the Borough, publishing a quarterly newsletter, maintaining the ‘Getting Food’ page on Connected Kingston and continuously engage in a mapping process, highlighting existing providers.
* Work with partners such as The Royal Borough of Kingston (RBK) Public Health team, NHS and Kingston businesses to develop the strategy for addressing food insecurity and health related concerns (e.g. obesity)
* Liaise with funders such as Greater London Authority Food Roots programme and attend any relevant training or workshops and compiling monitoring and evaluation reports about the project

**Sustainability of the Community Cooking Programme**

To develop and sustain Community cooking classes, contribute to the development of the community cook and eat framework based on local policies ensuring communities on the programme address wider determinants of health and social inequalities and local people attend classes in order to access nutritious food and learn how to eat healthily on an ongoing basis. Responsibilities include;

* To work with the members of the Good Food Group and other community groups on developing and sustaining the Community Cooking Classes in the community in collaboration with partners such as Kingston Adult Education
* To support community organisations in ensuring they meet the requirements including food hygiene, monitoring and evaluation, DBS, health and safety and risk assessment. (This will also be part of the Good Food Group role.)
* To support organisations where required with the cost, progress and quality of cooking sessions by liaising with Community Cooking Classes coordinators
* To liaise with organisational coordinators to ensure they are supported to meet the minimum framework requirements
* To host and coordinate quarterly Community Cooking Classes network group meetings for informal training, feedback, networking and the sharing of ideas and recipes
* To carry out monitoring and evaluation, including development of an evaluation tool for Community Cooking Classes projects and support organisations to meet reporting requirements.
* To support the referral process through Connected Kingston by promoting the project with local Primary Care Network’s; Kingston Hospital, RBK Adult Social Care and other partners

**Additional requirements:** Attendance at occasional evening and weekend meetings/events will be required. Therole will be based at Siddeley house, with some hybrid working, but will also require travel across the Borough. This role will be subject to satisfactory references and DBS check

**This job description will be subject to regular review and adjustments.**

**Person Specification**

|  |  |  |
| --- | --- | --- |
| **Education** | **Essential** | **Desirable** |
| Education to a degree level or equivalent level of experience working within a relevant area | x |  |
| **Experience** |  |  |
| Demonstrable experience of programme/project management involving multiple partner organisations | x |  |
| Substantial experience of productive, collaborative working with a range of stakeholders | x |  |
| Experience of monitoring and evaluation and writing reports to funders | x |  |
| Recent experience in applying for and achieving successful grant applications |  | x |
| Experience in marketing and communication |  | x |
| **Skills, Knowledge and Abilities** |  |  |
| Understanding of the work of the voluntary sector, especially the role of smaller local VCSEs | x |  |
| Understanding of food insecurity and its impact on different communities | x |  |
| Understanding of food health and safety requirements | x |  |
| Demonstrable ability to communicate clearly, concisely and persuasively, both verbally and in written forms to a variety of audiences | x |  |
| Strong digital and social media skills and ability to learn new systems quickly | x |  |
| Excellent organisational skills | x |  |
| Excellent interpersonal skills and the ability to quickly build strong relationships with partner organisations | x |  |
| Ability to work on own initiative and to organise own workload without support | x |  |
| A flexible approach, and willingness to be adaptable and respond to rapidly changing circumstances | x |  |