

Kingston Voluntary Action

Food for All Project Coordinator

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| Hours per week | 21 hours |
| Salary: | £11,684 |
| Reporting to: | Chief Executive Officer of Kingston Voluntary Action |
| Length of the contract | Initially six months |

**Main Purpose of the job**

Kingston Voluntary Action is a CVS which aims to represent, support and co-ordinate the needs of the local voluntary sector. Funding from the Corona Virus Community Support Fund, distributed by The National Lottery Community Fund, will help us to develop a Sustainable Local Food Network partnership project across Kingston-upon-Thames. The project will ensure that local people in food crisis have access to nutritious food, be able to eat more healthily and have better access to financial support and information. We thank the Government for making this possible.

**Main Duties and Responsibilities:**

The Food Project Co-ordinator will manage the project and support its sustainability with the help of the Admin Assistant. The tasks will include:

* disseminating a questionnaire to gather baseline data against which progress of the project will be measured
* mapping food needs and existing related services
* developing an action plan that builds on existing knowledge and services, agreed by the Partners, to co-ordinate access to free/affordable food to meet a range of dietary and cultural requirements
* establishing a monitoring and evaluating framework in line with the project’s intended outcomes and collecting, collating, monitoring and reviewing data on the project to meet evaluation requirements, including writing an evaluation report
* organising regular partnership meetings to report on progress, share knowledge, ideas and support/ensure that agreed action is followed up/co-ordinated
* project management including requesting budget and project reports from partners
* Setting up a Rapid Response Food Group and a Food Co-operative
* Managing the Food Administrator and co-ordinating volunteers
* Together with the Food Administrator, responding to enquiries and signposting, promoting the project to relevant stakeholders
* Working in partnership with named organisations as well as external stakeholders such as RBK
* Identifying and applying for future project funding and ensuring mechanisms are in place to sustain and develop it

**General Duties**

* Attend Managers and Staff meetings
* 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
* Constructively take part in meetings, supervision, seminars and other events and to assist with the effective development of the post
* Carry out responsibilities/duties within the framework of KVA’s Equal Opportunities, Health and Safety and other policies and relevant legislation at all times
* Develop excellent working relationships with staff of all KVA teams and volunteers across the organisation

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

**Person Specification**

**(All ESSENTIAL unless shown as DESIRABLE)**

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|  | **Method** |
| **Education** |  |
| Education to a degree level or equivalent level of experience working at a similar level within a relevant area | Application |
| **Experience** |  |
| Demonstrable experience of effective programme/project management involving multiple partner organisations including understanding of project interdependence as well as financial and risk management | Application/Interview |
| Experience of managing teams of staff and volunteers | Application/Interview |
| Experience of Monitoring and Evaluation and writing reports to funders | Application/Interview |
| Recent experience in applying for and achieving successful grant applications | Application/Interview |
| Experience in marketing and communication **(DESIRABLE)** | Application |
| Experience in managing grants (**DESIRABLE**) | Application/Interview |
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| **Skills, Knowledge and Abilities** |  |
| Understanding of the work of the voluntary sector, especially the role of smaller local VCSEs | Application/Interview |
| Understanding of food insecurity and its impact on different communities | Application/Interview |
| Strong understanding of how to use qualitative and quantitative data for evaluation and influencing policy development | Application/Interview |
| Demonstrable ability to communicate clearly, concisely and persuasively, both verbally and in written forms to a variety of audiences | Application/Interview |
| Strong Digital and social media skills and ability to learn new systems quickly (**DESIRABLE**) | Application/Interview |
| Excellent Organisational skills | Application |
| Excellent interpersonal skills and the ability to quickly build strong relationships with partner organisations | Application |
| Reliability | Application/Interview |
| Ability to work on own initiative and to organise own workload without support | Application/Interview |
| A flexible approach, and willingness to be adaptable and respond to rapidly changing circumstances | Application |
| Strong team player, capable of leading and decision making whilst also considering wider issues and the impact on individuals | Application |