



Good Food Group Coordinator

Hours per Week:	21 hours
Salary:	£32,000 pro rata plus 5% pension contribution
Contract:	Fixed term until November 2026 (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 Officer/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) and Feeding Britain objectives.

Responsibilities

Kingston Good Food Group

To sustain and develop 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 the group 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
- Explore funding and training opportunities for the group from a range of sources
- Support the development of a tier of affordable food provision in areas of high food insecurity.
- Work to embed wraparound advice and support within food projects in Kingston.

- 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 Feeding Britain and RBK and attend any relevant training or workshops and compiling monitoring and evaluation reports about the project
- To work with the members of the Good Food Group and other community groups on exploring sustainability of the Community Cooking Classes in the community

KVA's Surplus to Supper Hub

KVA have established a local surplus food distribution hub (KVA's surplus to supper hub) which bridges the gap between food waste and food poverty locally. The main function of KVA's surplus to supper hub, is to source, coordinate and distribute surplus food to our amazing food aid organisations in the borough, ensuring they can provide sufficient, safe and nutritious food to their users. This part of the role will include;

- Enabling The Good Food Group access to KVA's surplus to supper hub
- Assist with data collection procedures with food providers and wider community organisations
- Deputise for the surplus hub operational manager, helping to manage and deliver the hubs day to day activities, when required.
- Assist with administrative duties linked with the hub

Additional requirements: Attendance at occasional evening and weekend meetings/events will be required. The role will be based at Siddeley house or Malden Centre, 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	
Extensive 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 VCSE organisations	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	