

## **Food Project Co-ordinator Job Description**

School and Family Works (SFW) is a social enterprise made up of a team of therapists who run Family Groups at schools in West London, with the majority currently located in West London. Family Groups are weekly group therapy sessions for families whose children need support to manage school successfully. Children and their parents attend for three hours during the school day for as long as is necessary. Often this can be for more than a year.

In 2019, SFW established its first Community Food Project in Victoria Junior School in Feltham, where Family Group parents run a Food Stall. The stall operates once a week at the school for approximately 30 minutes. Its primary purpose is to provide an outlet for parents from current and past Family Groups so that they can strengthen their self-confidence, gain some work experience and reduce their social isolation. The stall also reduces food wastage, provides free (or low cost) food to people who need it and increases the visibility of Family Group at school and in the local community.

The Community Food Project has been successfully run at an additional school in Feltham and SFW has plans to expand this provision to other schools where a Family Group is run.

**Job Title:** Food Project Co-ordinator

**Reports to:** The Transforming Lives Programme Manager

**Direct reports:** All volunteers

**Salary:** £10,920 plus 5% employer's pension contribution (to match employee's contribution) plus expenses

**Hours:** 3 days per week (21 hours) during term time + 6 other days - a total of 120 days per annum

As above, the majority of this work will take place in term time, but we do require the flexibility to carry out some additional duties in school holidays occasionally.

### **Food Project Co-Ordinator: Main Duties and Responsibilities**

- Liaising with SFW personnel to ensure that the food stall is an effective and efficient SFW support service
- Managing all volunteers (Family Group parents, school staff, school pupils etc)
- Managing relationships with local food suppliers and project partners
- Managing, and where necessary personally ensuring, the collection of donated food from all local food suppliers/partner projects to the school on the day of the stall
- Running the Food Project stall using best judgement to ensure as little food is wasted as possible

- Ensuring appropriate systems and processes are in place as required to comply with all food storage/handling guidelines
- Disposing of (or storing) any surplus food
- Recruiting and helping Family Group parents (and others) as new volunteers
- Recruiting further volunteers as required
- Promoting the Food Project and, by extension, Family Group
- Managing all financial matters (expenses, donations, payments etc)
- Providing regular feedback to the Programme Manager and other staff as required
- Identifying growth opportunities (further suppliers/products, other sites etc) & supporting project development
- Other ad hoc duties as required

### **Food Co-Ordinator: Person Specification**

This role requires someone organised, trustworthy and reliable, with good interpersonal skills – a people person.

We also need a self-starter, someone with initiative who is capable of operating with little or no supervision and who will come up with ideas on how to develop the stall into an important ancillary SFW service.

As the stall is reliant on donations from local businesses and the goodwill of volunteers, the person who carries out this role will need to be open, friendly and able to build relationships quickly.

Given that the hours for the role are unpredictable and are likely to vary, flexibility will be important.

Previous experience working in a similar role would be advantageous but is not essential.

Access to a car and a full, clean driving licence are requirements.

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