

Woodbank Community Food Hub Co-ordinator

Job Description

Hours:	Full time (37.5 hours) a week You must be able to work Saturdays and some evenings.
Length of Contract:	Until 31st August 2023 (with a view to extend dependent on financial development)
Salary:	£18,135 per annum
Probationary Period:	4 months
Location:	Stockport and Manchester
Closing date:	6 th December 2020
Interviews:	14 th December 2020
Preferred Start Date:	18 th January 2021

Responsible to:	The Kindling Directors
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Role: To co-ordinate the development of Woodbank Community Food Hub.

Building on The Kindling Trust's work to date, this role is to develop Woodbank Community Food Hub (Stockport) into a thriving and more financially independent project over the next two and half years.

The post will be focused on the strategic development and leadership needed to secure the longer term future of the Hub, part of which will be to co-ordinate and help run a range of activities at the Hub.

Due to the diverse nature of this project, we are looking for someone with experience of managing and developing projects which encompass a number of different elements.

Background:

The Kindling Trust works to create a fairer, more sustainable society, starting with the food system. Working alongside communities, farmers, policy makers and activists, we aim to create radical social change, addressing problems at their root cause.

In 2016, The Kindling Trust opened their 2nd FarmStart training site at the old plant nursery site in Woodbank Memorial Park, Stockport. Following a community consultation process in 2017, we started working together with local residents and groups, to develop the site into a thriving community food hub.

Current activities include: a range of community events, from gardening to bat walks; our wellbeing programme, offering cookery, gardening and access to healthy veg for people referred via Social Prescribing and other local services; FarmStart training programme, supporting new growers to scale up to market garden production; Volunteering days to support and learn about commercial, organic food production; and opportunities to buy local, organic veg through the Veg Box People veg bag scheme.

You will be joining us during our 3rd year of a 5 year grant from the National Lottery Community Fund, so you will be building and expanding on what the team has already achieved. We now need someone with the experience, skills and drive to take us to the next level; to make Woodbank Community Food Hub both engaging and less dependent on funding over the next two and a half years.

Job Description:

Main Duties:

A. Co-ordination and development of Woodbank Community Food Hub

- Deliver our 5 year plan to make Woodbank Community Food Hub more financially independent over the next 2.5 years. For example developing income generating activities such as courses, events, sales of organic produce etc.
- Seek and develop new opportunities to secure the future of Woodbank Community Food Hub, e.g. partnership working, funding opportunities etc.
- Co-ordinate the development and improvement of the site to make it as welcoming and productive as possible. This includes overseeing and supporting a volunteer maintenance crew.
- Work with the Wellbeing Co-ordinator to explore opportunities for securing ongoing funding for programme, through, e.g.: Stockport's Clinical Commissioning Group, Public Health or SMBC.
- Work with the team to promote the Veg Bag Scheme locally and to staff the collection point
- Work with the FarmStart Co-ordinator to maximise the production of organic produce grown on site.
- Facilitate volunteering days at Woodbank, in partnership with the Woodbank Team.
- Respond to the current situation (covid restrictions), finding ways to continue to develop the site and engage people, whilst keeping the various site users safe.

B. Community Engagement:

- Organise a variety of community based events to engage the local community in the site, i.e. biodiversity walks, guided tours of the site, farmers market type events.
- Plan and coordinate training courses to take place at Woodbank
- Engage and develop partnerships with local community groups to increase usage of, and involvement in, the site.
- Recruit and support volunteers and community gardeners involved in activities at Woodbank.
- Attend meetings, community and public events, to promote the work at Woodbank.
- Liaise with the other groups using the site as well as SMBC (e.g. to gain permission for running community events, around health and safety etc.)
- Work towards engaging the various users of the site in the development and running of the Hub in the way that is best for both those groups and the future of the project.

C. Health and Safety

- Co-ordinate the Woodbank Team and other users of Woodbank to maintain the security of the site and the safety of all those who use it.
- Ensure all participants, volunteers and gardeners are provided with Health and Safety information relevant to the site.
- Carry out risk assessments for all activities taking place at Woodbank.

D. Publicity/Marketing

- Produce and distribute promotional materials to advertise upcoming events.
- Publicise events and activities widely through e.g. the Woodbank notice board, regular updates to the Woodbank Community mailing list, local community events & groups, local press, social media
- Write up events for Kindling latest news.

E. Administration:

- Monitor and update all policies and procedures relevant to the project.
- Update and maintain the Woodbank Community database (and others, as required)
- Report to relevant funders
- Create surveys and feedback forms for activities and collate evidence for social impact monitoring

F. Finances

- Manage project budget with the Woodbank Team and our Book Keeper
- Process project expenses.

E.

G. General responsibilities of this post

- Report progress to Kindling Team meetings.
- Reflect Kindling's vision and principles, strategy and policies at all times.
- Be aware of and comply with all relevant policies and procedures.
- Fulfil such other duties and assignments as may be required from time to time.

