



# The Kindling Trust

## Community Food Hub Co-ordinator

### Job Description

<b>Hours:</b>	Full time (37.5 hours) a week - <b>must be able to work some Saturdays and some evenings</b>
	We will consider offering this post as a job-share
<b>Length of Contract:</b>	Until 31st August 2023
<b>Salary:</b>	£17,550 per annum (gross) for a 37.5 hour working week (paid pro rata for part time posts) plus 5% employer pension contribution
<b>Probationary Period:</b>	4 months
<b>Location:</b>	Stockport and Manchester
<b>Closing date:</b>	Wednesday 31st July at 5pm
<b>Interviews:</b>	Tuesday 13th August
<b>Preferred Start Date:</b>	Week of the 16th of September 2019

<b>Responsible to:</b>	The Kindling Directors
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**Role:** To co-ordinate the development of Woodbank Community Food Hub.

Building on The Kindling Trust's current projects at Woodbank Memorial Park in Stockport, this role is to develop the project into a thriving community food hub and to make Woodbank Community Food Hub more financially independent over the next 4 years.

Activities currently include: our social prescribing programme; the community programme of activities and events; the community growing space; and Land Army volunteer days. This post will involve running some of these activities as well as looking at ways to support the community make activities such as the community garden run independently.

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 programme of community events, including gardening sessions, woodworking days and cookery groups; Land Army volunteering days - an opportunity to support and learn about commercial, organic food production; our social prescribing scheme offering cookery, gardening sessions, and access to healthy veg to people referred by GP surgeries and other local services; FarmStart: the UK's

first organic incubator farm supporting new growers to scale up from allotment to market garden/field scale; and opportunities to buy local, organic veg through the Veg Box People veg bag scheme.

The funding secured through the Big Lottery's Reaching Communities fund, will help us to develop and expand on what we have already achieved; engaging more people to benefit from and help create a more sustainable local food system. It also gives us the time to develop the hub, its activities and courses, to become independent of funding over the next 4 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 4 years. For example engaging with Public Health and the Clinical Commissioning Groups to secure the future of the Social Prescribing Programme and developing income generating activities such as courses, events, sales of community grown produce etc.
- Co-ordinate the development and improvement of the site to make it as welcoming as possible.
- Work with the Social Prescribing Co-ordinating to make the Social Prescribing programme independent of grant funding, through for example securing Clinical Commissioning, Public Health or Local Authority financing.
- Work with our Community Cook to promote and encourage people to subscribe to the Veg Bag Scheme and staff the pick up point / community drop-in.
- Facilitate the Land Army volunteering days at Woodbank, in partnership with our FarmStart Co-ordinator.

#### **B. Community Engagement:**

- Recruit and support the volunteers and community gardeners who are involved in activities at Woodbank
- Organise a variety of community based events to engage the local community in the site, i.e. Autumn walk, guided tours of the site, harvest festival type events.
- Engage the local community in the future development of the community programme and running of the site, leading to the development of a core group.
- Plan and coordinate training courses to take place at Woodbank
- Engage and develop partnerships with local community groups to increase usage of the site.
- Attend meetings, community and public events, to promote the work at Woodbank
- Liaise with SMBC - e.g. to gain permission for running community events, develop the site etc.

#### **C. Health and Safety**

- Liaise with the FarmStart Coordinator 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
- Oversee the Land Army database and email address

- Report to relevant funders
- Create surveys and feedback forms for activities and collate evidence for social impact monitoring

**F. Finances**

- Manage project budget with Social Prescribing Co-ordinator and Kindling Finance Co-ordinator
- Process project expenses.

**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.
- Fulfill such other duties and assignments as may be required from time to time.

<b>Person Specification:</b>	<b>Essential:</b>	<b>Desirable:</b>
<p><b>Competence, Skills and Knowledge:</b></p> <p>Excellent communication and interpersonal skills</p> <p>Experience of project development and co-ordination</p> <p>Experience of strengthening a project to become more resilient</p> <p>Experience of income generating in order to make a project financially sustainable</p> <p>Experience in community engagement and working with local community groups</p> <p>Experience of and ability to work with people from a variety of backgrounds</p> <p>Experience and understanding of supporting volunteers</p> <p>Experience of working with vulnerable people</p> <p>Problem solving and issue resolution skills</p> <p>Some growing and horticulture knowledge / skills</p> <p>Publicity skills and experience</p> <p>Understanding of social prescribing</p> <p>Understanding of the public sector and confidence to develop relationships with this sector</p> <p>Ability to prioritise tasks and good planning and organisational skills</p> <p>Good administration and IT skills</p> <p>Knowledge of the Stockport area and communities</p> <p>Full clean UK driving licence</p>	<p>☀</p>	<p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p>☀</p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p>☀</p> <p>☀</p>
<p><b>Personal:</b></p> <p>Awareness and understanding of the challenges within the farming sector.</p> <p>Enthusiasm and dedication to sustainable food issues &amp; organic growing</p> <p>Ability to motivate, encourage and get the best out of individuals.</p>	<p></p> <p>☀</p> <p>☀</p>	<p>☀</p> <p></p> <p></p>

<p>Flexibility to work in various work conditions.</p>	<p>☼</p>	
<p>Drive and enthusiasm to meet set objectives. A high degree of personal motivation and initiative, the ability to work under pressure, whilst working cooperatively in a team environment.</p>	<p>☼</p>	
<p>Be able to learn on the job, and respond to possibilities and potential opportunities.</p>	<p>☼</p>	
<p>Willingness and flexibility to undertake any relevant training required.</p>	<p>☼</p>	