

Job Description

Job Title:	Food Union Development Coordinator	Job Number:	Y5716D
Services:	Internal Provider – The Pod	Grade:	5
Location:	The Pod, 31 Gosford Street		

Our values:

We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation.

Job Purpose:

To support community members to collectively set up and manage food growing sites that adopt the ethos of Pod//Food Union and celebrate and reflect the diversity of the city and demonstrate the wellbeing impacts of growing and cooking food collaboratively.

Lead on Health and Safety across the growing sites both by providing induction and practical 'how to' advice to community collaborators and by connecting with network of growing sites across the UK that can share best practice.

To develop the capacity and reach of Food Union by designing and facilitating a public facing events and social media campaigns that will address issues such as food poverty and food sustainability and create an impetus for sustained involvement from community members and collaborators

To act as the community catalyst/broker for The Pod Café, proactively collaborating with community organisations and activists both to promote the benefits of getting involved and to vision and co-devise opportunities for entrepreneurial or satellite ventures for example food coops or share schemes.

Main Duties and Responsibilities:

1. Manage and co-ordinate day to day tasks at emergent community growing sites with focus on building the capacity and motivation of community collaborators to take an increasing level of responsibility.
2. To work closely with community stakeholders, co-workers and the manager to develop Food Union thus enabling the Pod to
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 - Evidence through practice our commitment to the Coventry Food Charter
 - Foster co-production and cooperation

- Provide volunteering opportunities and/or opportunities to lead and shape (Community Cultivators)
 - Challenge food waste and promote food sustainability and localism
 - Build an asset-based approach and promote involvement and skills exchange
 - Program regular Food Union engagements events within and outside of core hours
3. To positively manage risk ensuring that risk assessments have been completed and that people accessing the site are provided with a comprehensive induction and instruction is safe use of tools and equipment.
 4. Organize and facilitate public meetings and community consultation sessions to maximize the influence community have on developments.
 5. Pro-actively collaborate and develop relationships with external organisations (public health consultants, community leaders, researchers, third sector organisations, allotment associations) to achieve mutually beneficial relationships, and opportunities for sourcing workshops and sharing skills/passions or resources.
 6. Ensure regular engagement with the Pod's Manager and Enterprise and Business Development Coordinator to assess priorities to inform the social account and to review the current and on-going funding strategy.
 7. Monitor and maintain Food Unions relationships with Council / internal departments and keep abreast of and inform/influence local and wider policy initiatives.
 8. Build relationships with food projects locally, regionally and nationally and create opportunities to share learning, collaborate and capacity build.
 9. To work alongside engaged community stakeholders to design and facilitate social media activity, public facing campaigns and events (e.g. disco Soups and other outdoor cooking events at the site).
 10. To work with the Enterprise and Business Coordinator to ensure information is available for budget reports and funding bids and give support as required ensuring that funding conditions are met.
 11. Engage positively in supervision, performance management, relevant training and professional development and to contribute positively in staff meetings
 12. Develop the City Council's commitment to equal opportunities and promote non-discriminatory practices in all aspects of work undertaken and to pro-actively create opportunities to facilitate cross cultural cohesion
 13. Any other duties and responsibilities within the range of the salary grade.

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The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible for:	Volunteers/Community Activists	Responsible to:	Unit Manager
Date Reviewed:	January 2022	Updated:	September 2020

Person Specification

Job Title:	Training and Enterprise Development (Food Union)	Job Number:	Y5716D
Services:	Internal Provider	Grade:	5
Location:	The Pod, 31 Gosford Street		

Area	Description
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Knowledge:	Health and safety legislation particularly as it relates to community gardening.
	Policies relating to food inequality and/or public health and projects that aim to tackle these issues.

Skills	To build sustainable and collaborative relationships with commissioners and associates of the program via Advisory Panel
	To work collaboratively with other organisations and community members focussing on asset building and positive risk taking
	To promote/market the T Pod Café and Food Growing sites in a variety of ways to sustain current income level and generate new custom and or external funds
	To support the café team in the joint pursuit of inclusive, fair and sustainable food practices.
	Inter-personal skills to include diplomacy and assertiveness with respect to customers, collaborators, stakeholders.
	Communicating and presenting information effectively, writing reports, speaking at conference, chairing meetings and engaging a broad stakeholder group.
	In completing risk assessments and developing safe systems of work and delivering the associated induction training to community collaborators.

	To manage budgets and attract/nurture in-kind investment maximising social return
	To use the Microsoft and Outlook suite to include word, excel and project.

Experience:	Running a community food growing project or an allied enterprise.
	Engaging people in collaborative gardening activities.
	Developing safe systems of work and robust health and safety induction training toolkits that can adapt to the varying requirements of the learner.
	Working with statutory bodies to include public health, environmental service and procurement

Educational:	NVQ Level 3 or equivalent with experience in related fields
	Demonstrate a commitment to on-going learning.

Special Requirements:	
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Date Reviewed:	January 2022	Updated:	September 2020
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