**Job Description**

**Job Title: Bexley Food Alliance Project Coordinator**

**Hours**: Part time (28 hours across 4 days or 5 days) – **Fixed Term 1 year**

*NB: This is a 1-year GLA funded project*

**Salary**: Full time salary is £29,996 - actual salary (28hours per week) is £23,996.

**Responsible to:** Funding and Development Manager

**Background:**

The Bexley Food Alliance is a new network which was funded by the GLA to work towards taking pressure off the emergency food aid services and providing increased financial support to Bexley residents. This network has now expanded and aims to build a collaborative network of agencies that can increase fairer access to healthy, nutritious and culturally appropriate food, as well as any additional support residents might need. We are looking for a Project Coordinator to take over the day-to-day running of this network (see below for a brief description). This is a good opportunity for anyone who wants to take on a part-time, one-year project, perhaps as a stepping stone into something more significant, or perhaps you’re returning to work or changing careers. This is an opportunity to be at the start of an exciting, innovative partnership project, shaping a network and forming strong alliances with various agencies.

You will work closely with the VCS within Bexley to build the capacity and capabilities of local groups, provide partnership/networking opportunities that enable them to carry out their own objectives effectively and offer high quality services.

You will work flexibly, applying initiative to provide consistent and seamless support to organisations. You will support across a variety of charity development but focus on food partnerships and wraparound support to provide more holistic support.

We work hard, we help each other and go out of our way to help others and find solutions rather than focusing on problems. We are positive and proactive and, although absolutely focused on our areas of expertise, we work as a team so that BVSC is the best it can be. **Above all, everything we do is to strengthen our local Voluntary and Community Sector.**

**Key Duties:**

* Build and promote positive working relationships between VCS groups and organisations, statutory partners, commissioners and funders.
* Work with a wide range of delivery partners and other key stakeholders to maximise the use of community resources and ensure opportunities are maximised.
* Undertake community and outreach work – particularly to parts of the borough where the VCS voice is less heard.
* Encourage and support groups to seek funding from a range of sources including contracts and grants and provide the necessary support.
* Use our database to keep well maintained records of support given, funding achieved as a result of our support, case studies and outcomes, brief summary reports for monitoring and development purposes.
* To continuously engage in a mapping process, highlighting existing providers and supporting the start-up of new services.

* To organise and facilitate network meetings bringing organisations together to tackle food poverty and offer increased support with additional needs such as financial, physical and mental health wellbeing.
* To build relationships with various organisations, offering diverse support to increase collaboration, new offers and increased support.
* To work closely with the Local Authority to support policy change.
* To build relationships and network outside of the borough to bring in good practice and successful initiatives.
* To attend any relevant training and/or workshops that support the development of the network.
* To increase knowledge and understanding of food poverty and the cost-of-living crisis in general as well as grants and funding opportunities.
* Attend staff meetings, and training as required.
* Identify, report, and monitor any safeguarding concerns in accordance with the latest local procedures relating to the appropriate service.
* To support and work closely with all the teams within BVSC.
* To comply with, and share responsibility for ensuring the implementation of, BVSC policies and procedures and key legislation such as GDPR and Safeguarding.
* Undertake any other duties that may reasonably be assigned from time to time including travel throughout the borough to attend events, occasionally on evenings/weekends, meet with volunteers and organisations.

These are the normal duties which are required of the position; however, we do require that all staff be flexible and may be required to perform other duties to ensure the efficient running of services.

Please note that the base for this role is split between the Engine House, Bexley, and Bexley Civic Offices. In addition, the post will involve occasional working from various venues across the borough.

**We will be interviewing for this role as suitable applications are received and may close this role before the closing date of Tuesday 7th May 2024 9am upon a successful candidate being appointed.**   
**Please submit your CV, covering letter, monitoring form and answers to our screening questions to** [**info@bvsc.co.uk**](mailto:info@bvsc.co.uk)

**If you have not heard from us by Thursday 9th May 2024, please assume your application was not successful, we are unable to provide feedback on applications which are not shortlisted. We anticipate interviews will be held on Thursday 16th May 2024.**

If you have any questions or would like an informal chat, please contact Jattinder Rai 01322 524 682 option 4 or email [jattinder@bvsc.co.uk](mailto:jattinder@bvsc.co.uk)

|  |
| --- |
| **SKILLS, KNOWLEDGE AND EXPERIENCE** |
| Excellent interpersonal skills:   * friendly, patient and approachable communicator and networker who can motivate groups to develop their potential * excellent written and verbal communications skills with proven success in influencing and negotiating at all levels * initiative to plan and organise your own workload * be curious about all BVSC services and how they fit together as a CVS |
| Development experience:   * capacity building for small and medium sized organisations * understanding of the benefits and challenges of collaborative working * building relationships with a range of groups with differing cultures * understanding of the challenging factors that most affect VCS sector * supporting organisations with funding applications |
| Experience and knowledge:   * how charities can use marketing and communication to raise profile * enabling groups to maximise their potential through their website * day to day operational activities of both small and large VCS groups * experience of local partnership working and collaborations * sound understanding of electronic forms of communication & social media * knowledge of Microsoft 365 package and CRM database |
| Specialist knowledge in some of the following areas: (desirable not essential)   * previous experience of the voluntary or community sector * providing training or identifying specialist trainers * community development * children and young people’s services and structures * adult social care services and structures * safeguarding * equality diversity and inclusion * governance |
| Other:   * very occasional evening and weekend work * ability to travel throughout Bexley and London * must have access to a car/motorbike/cycle to enable regular travel throughout the whole borough – public transport is not the quickest way to get around Bexley! |

**An average day as Bexley Food Alliance Project Coordinator is below. Your Line Manager will support your development throughout the process.**

* Continue to develop relationships with the voluntary sector and local organisations to find out more about what services they currently offer, if they have scope/capacity to expand their offer and what support they might need.
* Encourage and support collaborative projects between organisations within Bexley.
* Research and keep up to date with current developments, grants and opportunities for voluntary organisations and charities relevant to Bexley.
* Network with various organisations offering support, learning opportunities and guidance in running the network.
* Continue to work on an agenda for regular, local networking sessions which you would facilitate (with support if needed).
* Engage with and attend all relevant training offered by GLA as part of the Food Roots 2 Programme as well as any other relevant training.
* Familiarise yourself with services in Bexley and the current needs of local residents and the voluntary sector.

**This position will be subject to satisfactory references and DBS check.**