**Job Description**

**Job Title: Bexley Community Food Network coordinator**

**Hours**: Part time (24 hours) – **Fixed Term 1 year**

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

**Salary**: Full time salary is £29,996 - actual salary (24 hours per week) is £20,567.

**Responsible to:** Health Lead (GCDA)

**Job Summary**

As the Bexley Community Food Network coordinator, you will collaborate with various partners and food groups dedicated to supporting individuals facing food insecurity. Your primary focus will be to bring together food groups to join the Bexley Food Alliance (BFA), the anchor community food-aid poverty organisation in the borough of Bexley. You will provide networking and best practice opportunities, and you will work closely with both voluntary, community and statutory partners in the borough of Bexley by building capacity and capabilities within the food projects to empower them to offer high quality services to the residents of Bexley.

**Role description**

Network Facilitation

* Encourage **food groups to join the BFA** network
* **Organise and facilitate BFA** network meetings bringing food projects together that tackle food poverty.
* Take minutes, co-ordinate speakers and follow up on actions and opportunities
* Promote the **exchange of best practices and learning** within the network

Support and sustainability

* **Strengthen the working relationship** with voluntary, statutory and non-statutory partners to ensure that the use of community resources, wraparound services and opportunities are maximised and available to the beneficiaries supported by the food-aid projects
* Encourage and **support food-aid groups to seek funding** from a range of sources including contracts and grants and provide the necessary support
* Promote the **Healthy Start scheme** to all food-aid projects, and wider partners and participate in events and outreach that will build **awareness and increase registration to the scheme**.

Communication and outreach

* Undertake **community and outreach** work – particularly to parts of the borough where the VCS voice is less heard.
* Strengthen **BFA’s presence across social media** **to promote the partnerships** work, disseminate news, and broaden engagement. This includes also communicating digitally, and through outreach to all partners and **food aid projects.**
* Provide consistent **communication for** potential partners and the wider community to enable **wider engagement** with **BFA network**
* Build relationships and network outside of the borough to bring in good practice and successful initiatives.

**Other**

* 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.
* Keep well maintained records of support given, funding achieved, case studies and outcomes, and brief summary reports for monitoring and development purposes.
* Attend any relevant training and/or workshops that support the development of the network.
* 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.

Please note that the base for this role is split between the GCDA offices and hubs (Royal borough of Greenwich and BVSC Engine House, Bexley, and Bexley Civic Offices. In addition, the post will involve occasional working from various venues across the borough of Bexley.

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

**Person Specification**

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|    | **Desirable (D) or Essential (E)**   |
| 1. Volunteering or work experience in encouraging active participation and engagement in community programmes or initiatives
 |  E |
| 1. Experience of administrating meetings, specifically scheduling, invites, coordinating speakers, keeping accurate minutes and following up on action items
 | E  |
| 1. Knowledge and understanding of food poverty and the cost-of-living crisis in general
 | D |
| 1. Experience of building a social media presence and effective social media communication
 | E  |
| 1. Knowledge of funding sources (grants, contracts) and ability to guide food groups in applying for funding opportunities
 | D  |
| 1. Excellent communication skills and the ability to talk to a wide range of audiences and across platforms
 | E  |
| 1. An understanding of the Healthy Start scheme
 | D |
| 1. Excellent organisation and time management skills
 | E  |
| 1. An understanding of and a commitment to Equal Opportunities and experience of working with diverse communities
 | E  |
| 1. Proven track record in being self-motivated and able to work proactively and independently
 | E  |
| 1. Demonstrable knowledge of borough of Bexley and networks
 | E |