**Position**: Food Share Coordinator

**Project**: Greening Gorebridge

**Location**: Gorebridge

**Salary**: £22,500 pro rata (0.6fte) + pension contribution

**Term**: Fixed Term 2 years (6 months probationary period)

**Closing** **Date**: Friday 30th March (interviews to be held 7th April 2018)

*This post is subject to funding through the Scottish Government’s Climate Challenge Fund.*

**A little background**

Gorebridge Community Development Trust is a member of the Community Development Trust Scotland and strives to empower the community of Gorebridge through the development of community wide projects that improve the health, wealth and wellbeing of all in the community. [www.gorebridge.org.uk](http://www.gorebridge.org.uk)

GCDT have already successfully delivered 2 years of the Greening Gorebridge project. The next 2 years will include the establishment of a new team to engage with the Gorebridge community including Food Sharing, Carbon Reduction and the Circular Economy.

The new team will be responsible for the reaching our outcomes for Greening Gorebridge including bringing volunteering opportunities to the people of the Gorebridge area. Reporting to the Development Trust Manager you will coordinate the delivery of all the Food Share activities and manage wide range of community engagement activities.

**Key Ingredients of the Food Sharing Coordinate role are:**

* To coordinate the delivery of a low carbon Food Sharing Hub, supporting development of the service so that all volunteers contribute to a community-wide zero food waste effort.
* Coordinate and deliver a community wide series of low carbon and waste reduction events, education and training sessions to promote a positive behaviour change to food waste.
* Deliver cooking skills classes to the local community.
* Establish and manage a Community Fridge to reduce food waste with an easily accessible take and share food initiative to reduce food waste.
* To recruit volunteers, providing induction and supervision using agreed systems and facilitate the food sharing working group to work coherently to progress the Climate Challenge Fund project goals.
* To administer finances and reporting enabling GCDT to report on to funders.
* To develop key partnership and businesses connections to ensure the Food Sharing hub maintains good and beneficial working relationships.
* Work closely with the Gorebridge Connected Project at the Railway Station.
* Represent GCDT on the Midlothian Growing Matters Group and other groups as required.

**Your main responsibilities are:**

* Recruiting and coordinating volunteers to take on roles in the Food Sharing Hub to ensure its continued development.
* Encourage change of attitude to waste food minimisation through the coordination and delivery of a series of practical workshops focused on reducing food waste and promoting low carbon food.
* Establish a community fridge initiative to reduce and educate about food waste reduction. Overseeing logistical running of community fridge, compiling food waste data with targeted insights for all partners.
* Build partnerships with key organisations working to promote health and wellbeing to develop a strategy to cut food waste creation t source and intercept surplus food.
* Managing administration of the project and oversee service level agreements, recruiting schools, approving the educational programme and ensuring delivery of food boxes.

**We would like you to add the following to the mix:**

**Planning and organisation**

● Plan own workload and activities, and delegate effectively to volunteers ensuring successful delivery of the CCF project outcomes.

● Prioritise and organise ongoing programmes of work effectively.

● Guide and coordinate both colleagues and volunteers working on project activities.

● Deal with complexity in project implementation / prioritise what needs to be done.

● Oversee recording of carbon accounts and submit reports to funders.

● Engage volunteers through training and guidance by example.

**Decision Making**

● Use a variety of written, verbal and other approaches to deliver programmes.

● Influence others, in order to gain acceptance and commitment to waste reduction.

● Maintain ongoing event programme with timings coordinated with rest of the team.

● Design and deliver activities to maximise service quality, efficiency and continuity.

● Work with Board members on organisational decisions to agree resources / budget

required for each project activity.

**Relationship Building and Maintaining**

We are looking for someone who can community and build relationships with a wide range of people, including:

● GCDT staff and the GCDT Board of Directors

● Funders and stakeholders

● Midlothian Council

● Midlothian Schools and Colleges

● Civic society groups with similar objectives

● External organisations involved in promoting low carbon community activities, such

as Zero Waste Scotland

**We need you to bring**

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| Educated to HNC / HND, plus 2 years relevant work experience - or equivalent | **✓** |  |
| Experience in an environmental / social enterprise / not for profit organisation. |  | **✓** |
| Experience of planning, preparing and delivering workshops and events to small groups. |  | **✓** |
| Able to work on own initiative and organise own time / workload, a self-starter. | **✓** |  |
| Full proficiency with Microsoft Office e.g. Excel and familiar with Google Accounts | **✓** |  |
| Managing teams of volunteers - experienced in how to delegate to and empower them | **✓** |  |
| Able to engage effectively with internal and external stakeholders to solve problems | **✓** |  |
| Experience of promoting events promoting change and community engagement | **✓** |  |
| Strong communication and team-work skills for a fast-paced working environment | **✓** |  |
| A good understanding of waste - and carbon - related environmental challenges |  | **✓** |
| Working knowledge of behaviour change and the Scottish Government ISM Toolkit |  | **✓** |
| Experience in co-operative non-hierarchical forms of organising |  | **✓** |
| Consensus-decision making, and tasks such as minute-taking and facilitation Experience with drafting grant applications and effective reporting to funders. |  | **✓** |
| Willingness to work evening and weekends to fit with the needs of the project. | **✓** |  |

**Dimensions**

The post holder will work as part of the Gorebridge Community Development Trust team at 58 Main Street Gorebridge Midlothian EH23 4BY. Working within the community at different locations including the Gorebridge Beacon, Community Hub. The post is 3 days per weeks, with evening and weekend working.

**Job Context and any other relevant information**

The post is funded through the Keep Scotland Beautiful Climate Challenge Fund and the project must conform to the funder’s accounting and project reporting requirements