



## Community Food Hub Coordinator

<b>Salary:</b>	£25,750 - £26,790 (depending on skills and experience) plus 5% pension contribution
<b>Hours:</b>	35 hours per week, Monday – Friday, with some flexibility of working hours to meet the needs of the service. This is a new and exciting role which will be community focused in the first year with the aim of moving to a social enterprise model in the second year, which is likely to involve some evening and weekend work
<b>Contract:</b>	Permanent
<b>Location:</b>	You'll be based at our new Café space at the Black Prince Trust, <a href="#">5 Beaufoy Walk, Off Black Prince Road, Lambeth, London SE11 6AA</a> , and occasionally at our other sites in Clapham, Brixton and Tooting
<b>Annual Leave:</b>	25 days per year pro-rata (increasing by one day per year until you reach a maximum of 30)
<b>Closing date:</b>	Thursday 1 <sup>st</sup> December 2022

### The role

This is a multi-faceted role supporting adults with learning disabilities and/or autism and coordinating the day-to-day running of our community activities. You will work closely with our Chef Trainer to deliver a community meal service for the local community. This will include helping to prepare and package meals, supporting students with their learning and enabling students to take a lead in the running of the provision. You will also work closely with the Black Prince Trust and local partner organisations to distribute food to those most in need, supporting BPT members and local residents who access the service. You will ensure the space, activities and provision is a welcoming, supportive and safe environment for students, external members, and volunteers. You'll be inclusive and person-centred in your approach at all times. You will also provide some basic administrative support.

### About us

At Share, we're passionate about supporting disabled people to set their own goals for learning and life, and helping them to achieve their aspirations. Most of our students are people with learning disabilities and/or autism. We offer them training, employment, personal development, and leisure opportunities. We help disabled people to be more independent, have better health and wellbeing, move towards employment, and enjoy the same access to leisure opportunities as everyone else.

We are accredited by the National Autistic Society, and this year we achieved Investors in People Gold. We celebrate diversity and we value kindness and care for others alongside working to very high professional standards.

We are partnering with the Black Prince Trust, providing a community focused food service at the on-site cafe. This will serve the local Lambeth community and provide training opportunities for Share

students. We will provide a community meal service for local Lambeth residents in need. This service will be co-produced and run by a group of Share students. The project will provide meals that will be distributed to Lambeth residents who are adversely affected by the cost of living crisis and other socio-economic impacts. It will also provide students with the opportunity to build employment skills, and qualifications in catering and hospitality.

### **Who we are looking for**

Our ideal candidate will have experience of supporting similar provisions in a local community setting. You'll have experience of working or volunteering in one of the following - a social care, community engagement, social enterprise, health or support worker role. You'll have a strong commitment to the inclusion of disabled people in all aspects of life. You'll be an energetic people-person who has a commitment to providing an excellent service for all members and engaging with stakeholders in a positive, supportive and professional manner. You'll be flexible, able to follow instructions whilst using your initiative to problem solve and think on your feet. You'll be able to work as part of a small team. You'll be a patient, supportive and empowering person who pays close attention to wellbeing.

### **Job Description**

- Work as part of a team to deliver a community meal service for the local community
- Work closely with the Community Services and Satellite Manager to coordinate the day to day running of our community activities, mainly the community meal service, ensuring all activities are welcoming, supportive and safe for students, external members and volunteers
- Support the Chef Trainer with food preparation, student activities, food packaging and cleaning of the kitchen and front of house
- Work closely with the Black Prince Trust, local partner organisations and residents to distribute food to those most in need
- Work flexibly to support our students to access activities, supporting students to develop skills, better manage new or challenging social situations, and live healthier and more fulfilled lives
- Deliver whole or part sessions in the absence of the facilitator, sometimes at short notice
- Lead sessions where smaller groups are required for projects or activities
- Carry out activities in line with Share's risk assessments and highlight any concerns to your line manager
- Promote effective communication and relationships amongst students and to be aware of communication and personality differences
- Support the student Wellbeing team by providing pastoral support to students as and when required
- Provide administrative support such as preparing for activities, data inputting and evidence gathering for portfolios
- Monitor and record project and student activities using various digital media such as photos and videos, and communicate progress at agreed intervals to our students' support networks
- Produce case studies to demonstrate the impact of our work
- Work in a way that celebrates diversity and values each student and their choices
- Maintain student confidentiality throughout and adhere to Share's policies on data protection
- Undertake any training that may be required in order to fulfil the role as effectively as possible
- Attend and take part in Share staff meetings, supervisions, and other events as required
- Undertake any other tasks that may reasonably be required

### **Experience needed**

- Experience of running community-based projects
- Experience of working in a food environment

- Experience of identifying, building and maintaining positive partnerships and working with a range of stakeholders
- A people person who enjoys working with people from all backgrounds and is a strong team player
- Experience and enjoyment of working in busy and varied people-facing role, preferably in the community
- Excellent written and verbal communications skills and the ability to build good working relationships with volunteers, staff, service users, families/carers, and external partners
- An understanding of what helps disabled people to become fully socially included, and a deep sense of justice and commitment to equality for all and belief that everyone has something to offer others
- Great listening skills and ability to handle challenging situations with empathy, resilience and logic
- Excellent organisational skills, forward planning and ability to keep good records
- Knowledge and understanding of the principles of safeguarding vulnerable adults
- Experience of planning and delivering activities, in a holistic and person-centred way
- Good ICT skills and competence in the use of Microsoft Office, databases and mobile technology
- Able to inspire trust and confidence, behaving with integrity and honesty at all times
- Personal flexibility and adaptability, enjoys meeting targets and problem solving

### **Desirable**

- Able to use Makaton
- First Aid certificate
- Knowledge of the local area

### **How to apply**

We positively welcome applications from all parts of the community and from people with diverse cultural backgrounds and lived experience.

To apply for this role, please send us your CV and a cover letter addressing the three questions below:

1. What are the top three qualities that make you an excellent Food Hub Coordinator?
2. What skills do you have to support and engage a range of stakeholders in a community meal service?
3. How would you involve students in the delivery of the service and ensure activities are person centred?

Please also complete our equal opportunities form, which can be downloaded at the bottom of this webpage: <https://www.sharecommunity.org.uk/jobs/Food-Hub-Coordinator>.

Please send us the three documents by 01/12/22 at [hradmin@sharecommunity.org.uk](mailto:hradmin@sharecommunity.org.uk).

If you would like to have chat about the role or visit us prior to applying, please contact a member of the HR team at [hradmin@sharecommunity.org.uk](mailto:hradmin@sharecommunity.org.uk) or on 0207 801 9829.

We focus on ability and believe people work best when they feel valued, safe and happy. We do all that we can to make sure that Share is friendly and welcoming to everyone. All CVs and applications are sanitised to ensure unbiased recruitment.

**This job is subject to two satisfactory references, evidence of qualifications, an enhanced DBS check and providing evidence of the right to work in the UK. If you are disabled and would like to discuss other ways of submitting your application, please contact us on 020 7924 2949.**

Our privacy policy for job applicants can be found here:

<https://www.sharecommunity.org.uk/privacy-policy-job-applicants>

We look forward to receiving your application.

