



JOB DESCRIPTION



Job Title

Food Team Leader

Contract Type

Fixed Term Contract until 30 Nov 2019 initially

Hours to be Worked

Full Time. The standard working week is 9.00am – 5.00pm Monday to Friday with one hour lunch break. Some out of hours working may be required.

We are seeking a proactive and enthusiastic Team Leader to oversee our food projects - Storehouse food bank, Winter Watch homeless café, Local Welfare Provision (Bolton Council emergency food parcels), Friends of Fun Food and other food-related seasonal projects throughout the year.

The postholder will have specific operational responsibility for the delivery and development of our Friends of Fun Food Big Lottery Reaching Communities funded project, working with the existing Friends of Fun Food Project Worker and volunteers.

The Friends of Fun Food Programme involves a person-centred, intensive 1:1 support service with a caseload of disadvantaged and vulnerable adults with complex and multiple needs including offending, homelessness, substance misuse and low level mental health needs. The programme offers practical dietary support to promote improved health, including making good food choices, shopping on a budget, preparing meal plans and building confidence in cooking. Cooking on a budget courses in small groups from community venues and schools sessions are also provided.

Storehouse Foodbank provides weekly food parcels to those in need using a voucher system with more than 100 local agencies. People either collect them from the Restore Centre or the parcels are delivered to those who are unable to collect.

Storehouse Pantry is an evolution of the foodbank model. Working in partnership with housing providers and local churches, we are taking food and a range of wrap-around support services out into Bolton's most deprived neighbourhoods. Residents join the Pantry as 'members' and are able to select what they want from our Pantry shelves.

Local Welfare Provision provides emergency food parcels for individuals and families on behalf of the Council's crisis service. These contain a week's worth of food. We also issue gas and electricity top-ups where these have been awarded.

Winter Watch provides up to 90 vulnerable & homeless people with food, clothing, showers, & advice on weekend evenings January to March. Volunteers from more than 100 churches, local businesses and schools in and around Bolton collect food, prepare meals, provide finance and staff the cafe.

Christmas Dinner on Jesus provides 1200 hampers to struggling individuals and families containing everything they need to make a traditional Christmas Dinner - right down to crackers and party hats!

Our Bolton Lunches initiative in the summer holidays provides around 1500 free packed lunches each day to children of families on low incomes who receive free school meals during term time, but struggle to make ends meet during the long summer break.

This position is funded by the National Lottery through the Big Lottery Fund

Main Duties and Responsibilities

- To lead and provide oversight of the Urban Outreach (UOB) Food Team.
- To be responsible for planning, developing, delivering and monitoring the Friends of Fun Food work programme.
- To work closely with senior and other staff to develop UOB and our food team projects, in order to tackle poverty in all its forms within Bolton.
- To devise, plan, deliver and evaluate tailored food and budgeting intervention support with clients with a variety of complex and multiple needs, including 1:1 support and group work.
- To develop the existing Friends of Fun Food work with schools, linking to National Curriculum Key Stage objectives, developing suitable resources, and making links to school community events.
- To fulfil all the requirements of the Big Lottery Reaching Communities Programme including ensuring all project outcomes are delivered and the project's impact is maximised.
- To keep accurate records of outputs and outcomes including the compiling of reports and summary data as required by funders and partner agencies in accordance with UOB's Data Protection policy and procedures.
- To establish contacts and build strong relationships with community organisations and partner agencies.
- To collect statistics and case studies which informs and promotes the work of UOB.
- To promote the work of UOB and specifically the food team. To give talks and presentations. To prepare publicity material as required.
- To supervise and develop Food Team staff and volunteers including the engagement of volunteers, undertaking appraisals and organising /delivering training as required.
- To manage risk and undertake assessments as required for all aspects of Food Team project delivery.
- To be responsible for ensuring compliance with all statutory regulations, including those relating to food hygiene and safety, and the preparation, handling, collection, storage and distribution of food.
- To be familiar with all Policies and Procedures of UOB , to abide by them at all times and to ensure their effective implementation within the Food Team.
- To undertake other duties commensurate with the post as required from time to time including participation in Urban Outreach events and activities.

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PERSON SPECIFICATION

Essential Criteria

1. Demonstrable personal commitment to the charitable objects and Christian ethos of UOB
2. Personal attributes of honesty, integrity, self-starter, team player, confidence and determination
3. A passion for working with food in imaginative and creative ways, tackling poverty in all its forms, and promoting an affordable and healthy eating message
4. Experienced, willing and able to be a 'hands-on' leader by example of staff and volunteers. On occasion this will involve the physical moving and handling of food and equipment.
5. Experience of project management, evaluation techniques and monitoring funded projects.
6. Knowledge and practical understanding of food issues - living on a budget, cooking healthily, planning and preparing cheap family meals and experience of delivering in 1:1 and group-work settings with difficult to engage individuals and groups
7. Experience of working with and supporting disadvantaged and vulnerable adults or families. This may include experience in the areas of homelessness, offending, family support or education
8. Proven ability to lead, plan, organise and deliver cooking sessions, support sessions and community events
9. Experience of implementing procedures to ensure compliance with Health & Safety and Food Hygiene regulations.
10. Ability to relate well to people with complex and multiple needs alongside building strong partnerships with different stakeholders (businesses, schools, community groups, housing associations, local authority)
11. Good attention to detail and accuracy in completing tasks
12. Good communication and presentation skills both written and verbal, including the ability to passionately enthuse others
13. This role involves some direct contact with vulnerable people, requiring a Disclosure and Barring Service (DBS) check. We can arrange this.
14. Computer literate including competence in the use of Microsoft Office
15. Access to a car and holding a full UK driving licence

Desirable Criteria

- Experience of working for a charity
- Experience of marketing and publicity including online media
- Experience of working with children in a classroom setting
- Experience of working with, training, nurturing and supporting vulnerable adults
- Training/experience/qualifications in an appropriate discipline e.g. nutrition/dietetics, catering, food preparation/food hygiene, social work, public health, education