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Miles Platting Community Grocer Project Coordinator

Job Description and Person Specification

Job Title: Miles Platting Community Grocer Project Coordinator

Role Description:

The Project Coordinator will be responsible for developing the Miles Platting Community Grocer including the social-café and supporting members to take an active role in developing and delivering new activities.

Salary: FTE £21,000 per annum with actual salary for 2-days being £8,400 per annum.

Location: The role will involve working from Miles Platting Community Grocer, Queensbury Court, M40 7DD

Position type: Temporary until 30 July 2019

Working hours: Core hours are Wednesday afternoon and all-day Thursday with flexibility for the additional hours between Monday-Friday.

Other details:

- 5% employer pension.
- 25 days holiday plus 8 statutory bank holidays (pro-rata for 0.4 FTE) rising 1 day per year to a maximum of 30 days.
- Plus 1 leave day for employee birthday and 1 wellbeing day accompanied by £100 wellbeing budget.
- 4-weeks full-pay, 4-weeks half-pay followed by statutory sick pay (subject to satisfactory probation period).

Equal Opportunities:

HMHC strives to be an equal opportunities employer and celebrates diversity. We welcome applications from people living in Manchester looking to return to work and may not have continuous employment history.

Application and recruitment details:

- A word-document detailing your education, work and volunteering history with a statement about how you meet the essential and desirable criteria as outlined in the 'Job Description and Person Specification' available from www.healthymehealthycommunities.co.uk. This document should not exceed 3-pages, A4, 12-font.
- Submit an 'Applicant Form' and 'Equal Opportunities Monitoring Form' available from www.healthymehealthycommunities.co.uk
- Submit application to info@healthymehealthycommunities.co.uk by Thursday 25th October, 5pm.
- Shortlisting will take place by Monday 29th October. Please note that feedback will only be provided for applicants attending interview.
- Interviews for this post will be held on Monday 12th November.
- Appointment subject to the receipt of satisfactory references.

For further information, in the first instance, contact info@healthymehealthycommunities.co.uk with your query and a telephone number.

Job Description and Person Specification

Background:

The Community Grocer food project is a key part of Healthy Me Healthy Communities, a Manchester social enterprise for improving health and life outcomes by working with people most affected by social exclusion. The Community Grocer, started in 2016 and is expanding and at the heart are 'community food hubs' redistributing surplus food and household items that would otherwise go to waste. Our vision is that the 'Community Grocer' are neighbourhood-hubs offering cooking workshops, training, volunteer opportunities and access to partner services. Each hub is locally managed and controlled by volunteers, meeting local need and a place where people want to go. They are a starting point for addressing poverty, enabling people to organise activities, undertake social action and for transforming lives.

The 'Community Grocer' is a partnership with several agencies including One Manchester and Jigsaw Homes (registered social landlords) and neighbourhood organisations. Currently there are Grocers based in Miles Platting, Gorton, Ardwick, Rusholme and Fallowfield with a new project opening in Hulme 2018. This post is funded by the People's Health Trust.

Role Description:

The Project Coordinator will be responsible for developing the Miles Platting Community Grocer including the social-café and supporting members to take an active role in developing and delivering new activities.

The key-tasks include:

1. Coordinating the Miles Platting Community Grocer project and activities.
2. Managing and developing Community Grocer neighbourhood volunteer team.
3. Recruit for and support the delivery of 2 Community Organiser training programmes.
4. Develop and coordinate 4 member-led community activities.
5. Coordinate the Miles Platting Community Grocer Steering Group of volunteers and partners.
6. Work with community food hub volunteers supporting the day-to-day running of the Community Grocer.
7. Undertake monitoring and evaluation of the project and activities.
8. Ensure the Community Grocer adheres to Environmental Health and FSA requirements.
9. Manage volunteer drivers including schedules, expenses and supervision.
10. Support additional training taking place in the community food hubs.
11. To deliver, where appropriate, training sessions for volunteers.
12. Undertake additional project administration and coordination as required.

For this post, successful candidates will need to demonstrate their skills and experience of the following:

Essential Criteria:

1. Ability to support resident volunteers and knowledge of how to make effective use of volunteers.
2. Skills and experience for planning community activities.
3. Ability to support volunteers in the delivery of the workshops.
4. Good organising and project planning skills.
5. Understanding of progression and achievement.
6. A good working knowledge of health & safety enabling the safe delivery of workshops.
7. Passion for supporting people facing social exclusion and inequalities.
8. Able to engage and motivate people of all backgrounds to participate and become involved.
9. Knowledge of how people can make small but important lifestyle changes.
10. Professional attitude and conduct.
11. Experience of working on own initiative with minimum supervision.
12. Energy, enthusiasm, creativity and tenacity.
13. Professional attitude and conduct.
14. Good IT skills.
15. Entitlement to work in the UK.

Desirable Criteria:

16. Experience of managing volunteers.

All Healthy Me Healthy Communities post-holders must be able to demonstrate their commitment to:

1. Health & Safety
2. Reducing disadvantage
3. Equal opportunities