



**HEALTHY ME
HEALTHY COMMUNITIES**
www.healthymehealthycommunities.co.uk

 HMHCmcr  Healthy Me Healthy Communities



Community Grocer Project Coordinator

Job Title: Community Grocer Project Coordinator

Role Description:

We are recruiting a Project Coordinator who will be responsible for developing and strengthening the Community Grocer, working closely with the Senior Project Coordinator. The role will involve supporting several Community Grocer volunteer-led projects and leading on the securing of additional food donations.

Salary: £21,000 per annum

Location: Office base tbc with the role will involve working across Manchester from various locations. Access to vehicle required.

Position type: Permanent

Working hours: 37.5 hours to be agreed Monday – Friday with core working hours being 10am – 4pm. Job-share welcome and flexible working available at discretion.

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 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. Following a successful application for National Lottery funding from the Big Lottery Fund we are expanding the Community Grocer team.

Role Description:

The Project Coordinator will be responsible for developing and strengthening the Community Grocer project leading 3 Community Grocers and leading on the securing of additional food donations.

The key-tasks include:

1. Managing and developing Community Grocer neighbourhood volunteer teams.
2. Ensuring the projects are safe being FSA and Environmental Health compliant.
3. Monitoring stock and developing new lines to meet membership need.
4. Recruiting and retaining members.
5. Carrying out volunteer and member monitoring, evaluation, collating data and producing monthly membership reports.
6. Supporting volunteers and members to develop and deliver neighbourhood activities.
7. Coordinating a programme of healthy lifestyle activities and partner activities.
8. Develop Community Grocer social-café.
9. Identify and secure new supplies of donated food and goods.

Other activities may include:

10. Supporting volunteer led fundraising initiatives.
11. Applying for small grant funding.
12. Collecting and distributing stock from suppliers to the projects using a 'Transit' size van (applicants over 21 and clean driving licence only).

13. 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 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. A good working knowledge of health & safety enabling the safe delivery of workshops.
6. Passion for supporting people facing social exclusion and inequalities.
7. Able to engage and motivate people of all backgrounds to participate and become involved.
8. Knowledge of how people can make small but important lifestyle changes.
9. Professional attitude and conduct.
10. Experience of working on own initiative with minimum supervision.
11. Energy, enthusiasm, creativity and tenacity.
12. Professional attitude and conduct.
13. Good IT skills.
14. Access to vehicle for work.
15. Entitlement to work in the UK.

Desirable Criteria:

16. Experience of securing food donations and fundraising.
17. 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