



Food provision coordinator

Organisation: The Feed

Location: Based at Prince of Wales Road, Norwich, multiple location delivery

Reporting to: Chief Executive

Contract Type: 6-month contract initially

Salary: £10.25 per hour,

Hours: 37.5 hours a week- Flexible working- some evening and weekend work required.

Closing Date: 16th October 2020

About The Feed:

The Feed has been running as a social enterprise for six years. We successfully support people with major barriers to employment. We empower them to move forward into more fulfilling lives by using food and collaborative support to motivate and inspire change. We use our successful catering business and café to provide people with employability skills and we support them in their next steps into employment, further training or volunteering.

In August 2020 we launched the Community Fridge as a further way to help prevent hunger and food poverty in Norwich. It is open Monday – Friday 2-4 p.m.

Overall purpose of Food provision coordinator

To recruit, develop and co-ordinate volunteers and to manage an indoor food provision service, 7 days a week in locations across Norwich.

This Coordinator post will be managed by The Feed but will be recruiting and managing volunteers on behalf of Pathways.

The Coordinator will also benefit from being part of The Feed, a Norwich-based social enterprise supporting people who have faced homelessness, ex-offenders, people with drug and alcohol misuse histories and people with mental health problems and other major barriers to employment.

The Feed run a café, community fridge and catering business on Prince of Wales Road, Norwich



Food provision coordinator

The Feed were commissioned by Norwich City Council last year to conduct a research survey into best practice food provision for vulnerable people. As a result of this report, we have developed this role in partnership with Norwich City Council to organise a 7 day a week food provision service across indoor locations in Norwich so that vulnerable people have access to food and support. We want the co-ordinator to support their volunteers to mentor those accessing the free food provision to help them move on in a positive way by signposting and referring to other support services in Norwich.

Fundamentally you will be committed to Norwich becoming a city where homelessness and long-term unemployment become a thing of the past.

Principal tasks and activities

- Promote volunteering opportunities to the general public and develop case studies of people whose lives have been enriched through volunteering. Look for media opportunities and use new media channels for promotion
- To manage enquiries from people interested in volunteering
- Provide initial training to volunteers and ongoing support and management
- To manage volunteer rotas to ensure appropriate supervision is in place each evening
- Ensure an effective recruitment and induction process is in place and is followed.
- To liaise with external partners to organise appropriate locations for the provision of food
- To organise the delivery and/or collection of food ingredients for making healthy meals by creating and maintaining existing relationships with organisations that distribute waste food.
- Work with partners to encourage consistency in their approach to working with volunteers and be an active participant in forums for volunteer coordinators in the city.
- Work to engender a culture across the consortium that values and respects volunteers and volunteering. Work with colleagues across the partnership to ensure everyone appreciates the importance of the involving volunteers in our aims to address rough sleeping and support people with complex needs in



Food provision coordinator

Principal tasks and activities

- To adhere to all lone working policies and risk assessments provided for you by Pathways and ensure that Volunteers also follow the same procedures
- To ensure records are kept about all volunteers and their involvement and to be able to provide reports to management of The Feed and the Pathways consortium on a regular basis.
- To ensure safeguarding protocols are in place and adhered to with regards to all our work with volunteers. To ensure all volunteers have appropriate checks including DBS and references.



Food provision coordinator

Person specification

Essential

- Knowledge of volunteering programmes
- Knowledge of confidentiality, data protection, professional boundaries and safeguarding
- Willing to work with people who have a support need, including experience of homelessness, ex-offenders, mental health conditions and substance misuse.
- Ability to maintain accurate and up to date records
- Good organisational and communication skills
- Competent user of MS Outlook, Word, Powerpoint and Excel
- Ability to create and maintain good working relationships with colleagues

Desirable

- Experience of providing support or training with drug, alcohol or mental health problems
- Food Hygiene level 2 and ability to achieve level 3
- Experience of mentoring or coaching
- Demonstrable understanding of managing and motivating a volunteer workforce

DBS Category:

- Enhanced with barred list.



Food provision coordinator

Values

Our shared values are important to us. We will ...

- Be focused

We will keep things simple. We will concentrate on doing a few things really well and communicating clearly

- Be energetic

We are committed, dedicated, determined, purposeful and fun. We will not give up on achieving our vision and mission.

- Be creative

We dream big and learn from trying new things. We collaborate with other organisations who share our goals, locally and from further away. We are aspirational and inspire the people we work with to aim high.

- Make people proud

We take pride in our work and our products and want to be known for being the best. We celebrate our successes

- Treat people well

We always prioritise equality and gain strength from diversity.

- Improve our environment

We seek to improve local communities where we work and to make a positive impact on the environment.

How to Apply

Please send your CV and covering letter to lucy@thefeed.org.uk

Closing Date: October 16th 2020

www.thefeed.org.uk

01603 850 447

78-80 Prince of Wales Road, Norwich NR1 1NJ