

SUSSEX COMMUNITY DEVELOPMENT ASSOCIATION

Job Description:

Food Security Development Worker - Level 1

Reporting to: Food Security Project Manager

**Work pattern: 30 hours per week
Fixed term for 1 year in the first instance**

Salary range: £18,933 pa pro rata

Based: Denton Island Community Centre, Newhaven



The Organisation

SCDA was founded in 1997. Its primary purpose is the development of sustainable community-based regeneration initiatives addressing the economic, environmental, and cultural and community needs, and particularly addressing the needs of those most vulnerable in the community.

SCDA now runs a range of projects and services aimed at supporting community involvement across East Sussex. Funding has been secured from a range of sources including European, Lottery and charitable trusts as well as contracts to deliver services and run projects in both Newhaven and elsewhere in East Sussex.

To support its core activities SCDA also runs a number of Social Enterprises. These include Denton Island Nursery, rated as 'Good' by Ofsted, several charity retail shops, and a bicycle recycling scheme.

Service areas include:

Employability – supporting unemployed people across East Sussex, specialising in those who find it hardest to find and sustain paid work.

Community Advice & Wellbeing – delivering a variety of services aimed at promoting inclusion for people from culturally diverse communities; supporting people at risk of anti-social behaviour and hate crime; offering mental health support via affordable counselling services and support for those bereaved by or at risk of suicide, and offering access to a range of specialist advice provision through partners.

Community Development & Health – delivering targeted and general Youth provision locally; delivering a range of services around community food & food security; green and open spaces; building community led activity and initiatives to improve physical and mental health and wellbeing; raising the profile of communities in which we work through regular community events; and offering a suite of Family Learning and Inclusion activities for parents and carers of Under 5's.

SCDA has a strong track record in partnership working and in the quality of service delivery to meet the needs of the most vulnerable in the community: helping the community help itself.

The context of the job

The organisation currently employs approximately 100 employees, and continues to grow - especially in terms of its geographic delivery remit. One of SCDA's Core Values is teamwork & supporting colleagues and we therefore expect all members of staff to demonstrate flexibility within their specified job role, and offer support to other team members as and when required.

The role sits within the Community Development & Health team, and works out of premises in Newhaven and there is an expectation that there will be travel to SCDA and partner outreach locations across East Sussex.

The post holder will be required to work some evenings and weekends to meet service user and community needs, and to deliver community interest/food security related events. Additional remuneration is not applicable, as time off in lieu may be granted in accordance with the policy, or preferably work pattern flexed in the week before or after such events occur.

Job Purpose

Seahaven Community Food deliver a number of community supermarkets, which offer food and other essential items on a pay as you feel basis, as well as emergency food provision to people with long term health conditions.

The purpose of the L1 Food Security Development Worker, is primarily to support the coordination and delivery of community supermarkets and emergency food provision across a number venues, including receiving donations and food deliveries, liaising with volunteers, overseeing the set up and close down, planning delivery routes and conducting client assessments. The role includes driving our electric van between venues.

The post-holder will receive appropriate management support and training.

Main Tasks

Work with the Food Security Project Manager to:

- Ensure the community supermarket days run smoothly and are appropriately stocked with food and other essential items
- Support the transportation of stocks and donations in and out of the community supermarkets, including driving the electric van between venues
- Make decisions about stock quantities and availability and communicate these clearly with volunteers and clients
- Ensure oversight of excellent environmental health is observed, inc stock rotation and the management and apportionment/use of fresh produce
- Use data from stock takes and deliveries to compile and place food orders with our regular suppliers
- Support the Food Security Project Manager to gather feedback from community supermarket members
- In collaboration with the Food Security Project Manager and Food Security Development Worker make improvements to the Community Supermarket delivery with a focus on increasing food security for clients
- Complete appropriate administrative tasks, such as route planning, logging attendance and maintaining up to date records
- Support volunteers to cash up and share financial information with the finance team in a timely fashion
- In collaboration, ensure a smooth client journey through the service via a systematic and high quality approach to problem identification and the sign up process
- Contact clients to complete assessments and reviews where appropriate
- Respond to requests from the advice and inclusion team, including arranging one of emergency food deliveries for clients in crisis

Other:

- Meet regularly with the Food Security Project Manager for supervision and project reviews and take responsibility to follow through agreed areas of work
- Attend team briefs, full staff training events and Partnership Forums as appropriate
- Promote and comply with SCDA's policies and procedural requirements.

EQUAL OPPORTUNITIES

Sussex Community Development Association is working towards equality and has policies relating to the equality of opportunity in employment and service delivery. All staff are expected to comply with these policies.

HEALTH AND SAFETY

All staff have responsibility to maintain the health and safety of themselves and others within the performance of their duties in accordance with SCDA health and safety policies and to undertake specific health and safety responsibilities as necessary.

This job description will be reviewed from time to time or as necessary and may be amended to meet the changing needs of the organisation. It will also be used as the basis for the determination of objectives and the content is subject to annual review.

Signed by post holder:..... Dated:.....

Person specification

Desirable training

- IEHO Basic Food Hygiene Course Certificate (or equivalent) and Emergency First Aid at Work (or equivalent) – or willingness to gain these

Essential:

- A passion for food security and equity, demonstrated by relevant paid and/or voluntary roles
- Experience of either working with, or volunteering with, a wide range of socially excluded people, preferably on a 1:1 basis
- Previous experience and proven track record in working as part of a team, either in a paid or voluntary capacity
- A hands on, can-do attitude to working side by side with volunteers
- Able to maintain records for service users
- Boundaried and professional at all times
- Excellent organisational and record keeping & administrative skills
- Ability to develop an approach to your work which displays a good understanding of equal opportunities, access and inclusion
- Ability to gain a rapid understanding of SCDA services and promote the organisations aims in a positive manner
- Understanding procedures around Safeguarding Adults at Risk and safe lone working practices.

Essential skills, abilities and knowledge:

- Able to work with minimal supervision but as part of a small team
- Strong numeracy skills
- Good understanding of /or ability to work towards, data protection requirements, confidentiality and professional boundaries.
- Ability to grasp purpose and Values of SCDA and be a positive ambassador for the organisation

Essential personal qualities:

- Tact and diplomacy
- Resilience to withstand peaks in workload, especially around prepping for and overseeing logistics behind delivery days (currently Monday & Thursday)
- Emotional resilience to work objectively and professionally with vulnerable people.

Circumstances:

- The role requires the job holder to be able to lift and move donated food on a regular basis
- The role requires the job holder to hold a full, clean driving license. Willingness to drive a large electric vehicle is essential
- Post is subject to a DBS check.