

SUSSEX COMMUNITY DEVELOPMENT ASSOCIATION

Job Description:

Lewes District Food Partnership Coordinator

**Reporting to: Community Development & Health Programme
Manager**

Work pattern: Part Time 30 hrs per week

**Contract: this post is funded until 31st March 2026 in first
instance**

**Based: Newhaven with some travel across Lewes District to
other outreach and delivery venues as required**

Salary Range:

**£28,961 – £31,348 per annum, pro rata (upper level awarded
for exceptional/highly experienced candidates) OR dependant
on qualification, skills and experience**



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 Lottery Community Fund and charitable trusts as well as contracts to deliver services and run projects across East Sussex, including from the DWP, ESCC & Home Office.

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

For further reading and information regarding SCDA's Vision please visit:

<https://sussexcommunity.org.uk/wp-content/uploads/2023/03/Our-Vision.pdf>

There are 12 main service areas grouped under 3 broad headings:

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 a range of counselling services, befriending 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 emergency and community food & food security; green and open spaces; promoting physical activity and mental health; raising the profile of communities in which we work through regular community events; offering 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 complex needs within in the community and helping make a difference.

The context of the job

The organisation (SCDA), though fairly small in terms of staff at approximately 90 employees, continues to grow - especially in terms of its geographic remit. One of SCDA's Core Values is teamwork and support for colleagues, and we expect all members of staff to demonstrate flexibility within their specified job role and offer continued support to other colleagues and when required.

The post holder may be required to work some evenings and weekends to meet service user, volunteer and community needs, and to assist in donation drives and other community interest 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

The Lewes District Food Partnership Coordinator plays a pivotal role in advancing food security initiatives across Lewes District, working to build a sustainable, inclusive, and resilient local food system. This position is dedicated to implementing the Lewes District food security strategy, which focuses on key areas including engaging young people in food education—from growing to cooking and enjoying healthy food, fostering community food initiatives that prioritise dignity, and cultivating a positive, lasting food culture within the district.

The Coordinator is essential to the seamless operation of the partnership, tasked with uniting various networks, working groups, and the broader partnership community. Through these collaborative efforts, the post holder will guide the partnership's action plan, translating the district's vision for a sustainable food system into tangible, impactful outcomes.

Additionally, the Coordinator serves as the primary liaison, facilitating strategic connections between local initiatives, the East Sussex Healthy Weight Partnership, and other food partnerships across Sussex, including Good Food For East Sussex. Responsible for reporting progress to funders and management, this role is central to ensuring that the food security strategy not only meets immediate needs but also builds a legacy of collaboration and sustainable food security for the future.

Main Tasks

Strategic Service Delivery & Partnership

- Lead the coordination of the Lewes District Food Partnership (LDFP), ensuring broad cross-sector representation.
- Develop and sustain a network of strategic partners and stakeholders committed to long-term community food security.

- Build and strengthen partnerships with emergency food providers across Lewes District, chairing and facilitating the established emergency food network.
- Lead the review and collaborative delivery of the Lewes District food security strategy, working closely with Lewes District Council and the LDFP steering group.
- Promote the partnership's mission through marketing initiatives, including newsletters, social media, and website updates, fostering a local good food movement.
- Coordinate and manage stakeholder events that support partnership goals, including the annual food summit
- Engage underrepresented community groups to broaden membership and extend the partnership's impact.
- Ensure voices from lived experiences are integrated into LDFP's work, through coordination of the Pinch Points project
- Maintain up-to-date information directories, including emergency food providers and community gardens.
- Oversee the partnership's formal and informal networks, organising meetings, briefings, and tracking partner achievements against targets.
- Assess training needs among partners and stakeholders, and either deliver or coordinate targeted training to bridge knowledge gaps.
- Identify and pursue funding opportunities to expand partnership initiatives, working toward the six themes of the Sustainable Food Places (SFP) framework.
- Provide line management for the LDFP Project Officer for Dignity & Participation
- Collaborate with the Programme Manager to manage and engage the active steering group for external project verification.

Reporting

- Report to and communicate with external partner organisations and ESCC (funder) on project outputs, providing monthly updates to the commissioner.
- Collect and analyse data to support project objectives and ensure sustainability beyond current funding.
- Develop an application, along with supporting evidence, for Sustainable Food Places awards, including an application for Silver in 2025.
- Attend relevant meetings and trainings with partners as needed.
- Maintain accurate records and produce written and statistical reports, ensuring effective administrative and recording systems.

Other

- Regularly meet with the Community Development & Health Programme Manager for supervision, project reviews, and task follow-ups.
- Participate in team briefings, full staff training events, and Partnership Forums as appropriate.
- Uphold SCDA policies and procedural standards in all aspects of work.

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 Qualifications:

- Degree or equivalent professional qualification, or comparable experience.

Demonstrable Knowledge and Understanding of:

- Sustainable food systems, public health issues, and relevant policy landscapes.
- Organisational structures and key stakeholders within the broader food system.
- Systems-thinking ability to maintain a broad perspective, identifying connections and synergies between sustainable food initiatives and local strategic or policy frameworks.
- Expertise in one or more areas: public procurement, public health, food production, food supply chain logistics, food waste management, or the local food economy.
- Asset-based community development approaches and their application to food security.

Essential Experience:

- Minimum of 2 years working at a senior level within the voluntary sector, with significant experience in partnership working, negotiation, and collaboration.
- Demonstrated experience and commitment to advancing food security, with a focus on developing sustainable solutions to reduce foodbank reliance.
- Proven ability to influence and negotiate effectively at various levels of engagement.
- Experience in delivering projects to meet deadlines and budget constraints.

Essential Skills, Abilities, and Knowledge:

- Strong organisation, record-keeping, and administrative skills.
- Ability to develop work approaches that promote equal opportunities, accessibility, and inclusivity.
- Capable of quickly understanding SCDA's services, activities, and goals, representing the organization positively in external settings.
- Proficient in creating agendas, chairing meetings, taking accurate minutes, creating effective communications, and understanding data protection and confidentiality requirements.

Essential Personal Qualities:

- A self-motivated individual who can manage their time and workload independently.
- Demonstrates tact, diplomacy, and firmness when needed.
- Resilient and capable of managing high workloads, deadlines, and funder expectations.
- Emotionally resilient, able to work objectively with and advocate for vulnerable populations.

Circumstances:

- Able to travel within the Lewes District area efficiently and affordably.
- Post subject to health and DBS checks.