

SUSSEX COMMUNITY DEVELOPMENT ASSOCIATION

Job Description:

Lewes District Food Partnership Project Officer for Lived Experience Insights – Financial Insecurity (Pinch Points)

Reporting to: Lewes District Food Partnership Coordinator

Work pattern: Part-time 15 hours per week (pattern to be mutually agreed), funded to 30/04/2026 in the first instance

Salary range £25,213 - £26,756 per annum pro rata dependent on skill & experience

Based at Denton Island Community Centre, Newhaven with travel across Lewes District



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 to make a difference.

The context of the job

The organisation currently employs approximately 70 employees, across the East Sussex area. 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 post holder works out of premises in Newhaven with some travel to SCDA and partner outreach locations across Lewes District to meet other team members, or assist in the delivery of community events and activities as required.

There is occasional requirement to work some evenings and weekends to meet service user and community needs, and to deliver community interest events. Additional remuneration is not usually 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. In some limited cases and with authorisation from the line manager (subject to budget), there may also be limited additional hours available to meet project needs, especially around events.

Job Purpose

The purpose of the role of the LDFP Project Officer is to support the work of Lewes District Food Partnership relating to dignity and participation. Lewes District Food Partnership brings together local residents and organisations to build food systems that work better for everyone. Participation and dignity are key principles across LDFP work, with particular relevance for community food services.

The project officer will work alongside the LDFP Coordinator to provide high level administrative support and assistance to ensure the effective delivery the 'Pinch Points' project, funded by Lloyds Bank Foundation. Pinch Points seeks to harness the voices of people with lived experience of financial hardship and to support a group of 'experts by experience' to influence local policy and provision through a series of workshops and forums.

Main Tasks

- Assist in the planning of Pinch Points workshops and forums, by providing administrative support, such as booking dates and meeting rooms and organising the provision of refreshments
- Be the first point of contact for communications with Pinch Points participants, including sharing information about upcoming workshops and responding to enquiries
- Ensure the smooth running of Pinch Points workshops and forums, by liaising with community partners, welcoming participants and taking accurate notes during sessions
- Facilitate participant expense claims
- Track and log evidence to support monitoring, reporting and evaluation
- Contribute to the compilation of reports as necessary
- Contribute to stakeholder engagement for the Pinch Points, identifying and building relationships with policy- and decision-makers across relevant areas (welfare benefits, advice, employment, emergency food)
- Contribute to the wider delivery of the Pinch Points project across the four work areas, while focussing on participant engagement
- Support the LDFP Coordinator to ensure that lived experience voices feed into LDFP's work more widely.

Any other duties deemed necessary to provide a quality service including:

- Ensuring that all requirements outlined in SCDA policies & HR procedures are personally adhered to.
- Be familiar with and conform to responsibilities under GDPR and Data Protection Law.

- Be familiar with and conform to responsibilities under the Health and Safety at Work Act in relation to service users, colleagues, self and others.

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.

Signature of post holderDate

Person Specification

Essential skills, abilities and knowledge:

- Computer skills, particularly Word, Excel and Outlook for diary and room booking management
- Previous administration experience
- Good organisational skills
- Good interpersonal skills including friendliness, flexibility and tactfulness – able to get along well with people
- Good standard of written and verbal English
- Ability to communicate clearly & sensitively with a wide range of people
- Good standard of numeracy

Demonstrable knowledge and understanding of:

- Lived experience research and the importance of these kinds of insights
- Local support services in Lewes District for people facing financial insecurity, including advice services and emergency food
- The wider policy landscape relating to welfare benefits, employability, and/or the mental health impacts of living in poverty

Desirable, but not essential:

- An understanding of trauma informed practice

Essential personal qualities:

- A friendly welcoming telephone manner
- A flexible and positive approach to work and challenges
- Ability to work as part of a team
- Ability to work on own initiative
- Sound understanding of confidentiality
- Reliable & supportive to others.

Circumstances:

- Able to travel in and around Lewes District area easily and economically
- Post is subject to health & DBS checks as required.