

# **SUSSEX COMMUNITY DEVELOPMENT ASSOCIATION**

## **Job Description:**

### **Community Food Project Manager**

**Reporting to: Senior Service Manager – Community Food**

**Work pattern: Part time 28 hrs per week**

**Contract: 1 year fixed term in first instance**

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

**Salary range: £30,131 - £32,615 per annum pro rata**



# 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 people with complex challenges 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; facilitating new work into tackling loneliness & social isolation; offering mental health support via a range of counselling services, 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 – including Youth activity provision locally; delivering a range of services around emergency and community food & food security; green and open spaces; promoting physical activity, mental health & active travel; 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 the complex challenges experienced by many people 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 70 employees, delivers services, projects and activities across East Sussex. 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 will be required to work some evenings and weekends to meet service user, volunteer and community needs, and to manage 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.

**The role requires the job holder to hold a clean driver's license and be able to drive the company van (after an observed drive) as well as to be fit, healthy and able to lift and move donated food on a regular basis - safe lifting and handling training will be provided.**

## **Job Purpose**

SCDA's Community Food services encompass two community supermarkets, a community kitchen and a community fridge for the redistribution of surplus food. The projects support upwards of 150 households each week to access free and affordable food.

The aims of SCDA's community food services are to:

- Ensure that everyone in our community can access high quality, affordable food in a dignified way
- Eliminate food waste and reduce our impact on the planet
- Empower people to make healthy choices
- Bring people together to cook & share food

Local residents in Newhaven, Peacehaven and surrounding areas are able to join our community supermarkets, with the first 6 weeks being offered as free support and £3 per week contribution thereafter. Members benefit from having a choice of food and other essential items, being able to stay to socialise with others, and the advice and support of our specialist signposting volunteers and community navigators.

The Community Food Project Manager will support the recruitment, coordination, training and support of a team of community food volunteers, and will ensure collaborative working across SCDA projects and with partners to ensure that our community food services provide high quality support to those who need it most.

The role supervises a small team of delivery & admin staff and has responsibility for reporting to funders and management. In addition, this post will be responsible for planning and coordinating local donations and fundraising events.

## **Main Tasks**

### **Team and Volunteer Management**

- Lead, direct and supervise the work of both the Community Food Logistics Coordinator and the Project Coordinator
- Oversee recruitment, induction, training and management of over 60 volunteers across Community Food projects, ensuring all are adequately supported
- Oversee weekly delivery of Community Food projects, ensuring they are adequately resourced and run effectively
- Work collaboratively with the Advice Community Navigator and third-party services to ensure smooth flow of referrals into and out of the service
- Create reports and liaise with relevant external funders and partner organisations to monitor agreed project outputs

- Attend relevant steering meetings and training with partners/others as necessary
- Keep accurate records, provide written and statistical reports as required, develop and maintain appropriate administrative and recording systems.
- Attend and input to local Emergency Food Network meetings, collaborating with other food projects in the area where possible, for maximum impact

### **Publicity, Partnerships, Service Delivery & Fundraising**

- Be responsible for the promotion and marketing of the services, ensuring awareness is high within the Havens area for community food services
- Co-ordinate and run key events and donation points such as local fundraisers, supermarket food collections and work with community groups to maximise support
- Engage with Lewes District Emergency Food Network, & contribute to joint statements and messaging
- Promotion of the services internally and externally to ensure robust referral pathways are established and utilized
- Ensure groups that support under represented individuals are proactively targeted for publicity to ensure accessibility for all
- Work with the Senior Services Manager to help reach the agreed fundraising target through local fundraising and input into grant funding bids

### **Service Provision & Logistics**

- Ensure all Community Food projects are run in line with the Dignity Principles of the Alliance for Dignified Food Support and provide choice and agency to all that use the service
- Ensure the community food activities are staffed appropriately with volunteers ensuring core provision for store room activity, food parcel delivery and donation collections
- Oversee the operation of transportation of stocks / donations in and out of the store room and procurement of additional food and packaging
- Manage the Logistics Coordinator to ensure excellent environmental health is observed, inc stock rotation and the management and apportionment/use of fresh produce
- In collaboration, ensure a smooth client journey through the service via a systematic and high-quality approach to problem identification and referral.

### **Other:**

- Act as Designated Safeguarding Lead (DSL)
- Meet regularly with the SSM for Community Food 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 qualifications:

- Degree or relevant professional qualification, or qualified by equivalent experience

### Essential:

- Previous experience overseeing a community food or similar project within the third sector
- Previous experience and proven track record in volunteer and staff management, providing direction, supervision, training and support to volunteers & staff
- Previous experience of working with a wide range of socially excluded or people experiencing complex challenges people, if possible, on a 121 basis
- Proven ability to deal with difficult and challenging situations, including de-escalation techniques and appropriate safeguarding
- Boundaried and professional at all times
- Able to negotiate with influence at all levels
- Able to deliver projects to specified deadlines
- Excellent organisational and record keeping & administrative skills
- Up to date knowledge of good employment practices which support the placement of volunteers
- Able to develop an approach to your work which displays a good understanding of equal opportunities, access and inclusion
- Experience of partnership working
- Able to gain a rapid understanding of SCDA services and promote the organisations aims in a positive manner
- Safeguarding and lone working practices.

### Essential skills, abilities and knowledge:

- A flexible approach to meeting a range of volunteer and staff needs
- Able to work with minimal supervision but as part of a small team
- Good understanding of data protection requirements, confidentiality and professional boundaries.
- Must hold full clean driving licence and be confident driving a large vehicle

### Essential personal qualities:

- Tact, diplomacy and where necessary firmness
- Resilience to withstand peaks in workload, especially around prepping for and overseeing logistics behind delivery days
- Emotional resilience to work objectively and professionally with people experiencing complex challenges.

### Circumstances:

- The role requires the job holder to be fit, healthy and able to lift and move donated food on a regular basis

- Clean full driver's license and able to drive the company van, after observed drive, in and around Lewes District area
- Post is subject to a DBS check.
- Must be available to work Mon, Weds and Thurs