

**Post title:** Cooking Workshop Coordinator – Christchurch Food Bank+

**Hours:** 8 hours per week (over two days)

**Salary:** £11.45 per hour, plus 6% employer contribution

**Line Manager:** Christchurch Food Bank + Manager

**Primary location:** St Joe's, Christchurch Food Bank+

### **What is this project about?**

Christchurch Food Bank + (CFB+) provides emergency food supplies to those who need it across the local area. At Christchurch Food Bank + we also want to provide access to additional support and to empower and upskill people so they can move out of and stay out of crisis long term, support such as debt advice, housing assistance and benefit advice, as well as other things that support individual and community resilience.

As a Christian-based initiative, we believe that the project needs to be able to meet people where they are in their journey and demonstrate the qualities of generosity, integrity and grace towards those who seek assistance; and we will do this to the highest standards of professionalism and in full compliance with appropriate safeguarding and Health and Safety regulations.

### **Overall Purpose of job:**

The focus of the role is to prepare, plan and run the 'Cooking on a Budget' workshops, working closely with the food bank+, furniture bank and community meal to identify people for whom this could be of benefit.

The jobholder will initially work together with the Foodbank+ Manager to run and facilitate the Cookery Workshop, moving on to be the lead in the sessions and point of contact for attendees through telephone and emails.

The jobholder will ensure that the workshops operate according to the values and ethos of CFB+ and Faithworks.

### **Duties and responsibilities**

As the central contact point for the workshops, the jobholder will understand the vision of the Food Bank+ and work closely with the food bank team.

1. Work alongside the food bank+ team to organise, plan, prepare, identify attendees and provide weekly workshops (4 sessions per workshop) throughout the year.
2. Be responsible for the coordination of organising, recipes, buying ingredients, pantry packs, as necessary.
3. Run workshops for those with and without children – enabling workshops to be run throughout the year, including during school holidays.
4. Working with the CFB+ Manager, ensure that all activities are carried out in a safe and sustainable manner for staff, volunteers and clients; implementing in a professional way, the safety and safeguarding procedures of Faithworks, Work closely with the CFB+ Manager to ensure the CW is fully compliant with all Health and Safety regulations at all times.
5. Working with the Manager, to help develop positive relationships with local partners and referrers to encourage opportunities for those who could make use of the CW.

6. Working alongside the Manager, the jobholder will be required to report back to the steering group as it meets every three months.
7. Reflect the love of Christ, through setting an example in supportive care for those who come to the Foodbank for help.
8. Whilst prioritising a workload consistent with the requirements of the role, to also undertake any other duties relevant with the role or as may reasonably be requested by the Manager.

**Skills, competences and experience shall include:**

We're looking for "character" and "chemistry", as well as competence.

- Coordinating a project: Able to "keep the main thing, the main thing"; can get things done, keep to a timetable, produce tangible results, keep activities safe and organised, and do it all with minimum of fuss. Able to achieve great results but with humility;
- Emotional Intelligence: Discerns how people (church leaders, partners, staff and volunteers) are wired up and finds ways to bring the best out of them; understands how to lift the mood in a meeting and what an individual needs at a given moment – not officious or easily angered;
- Developing Partnerships: a facilitator; able to build coalitions and find agreed steps forward; able to resolve issues with tact and positivity; keen to learn from others;
- Managing Volunteers: Great with volunteers – able to see the difference with managing staff; able to inspire, coach and encourage;
- Managing information: Able to create simple ways of demonstrating progress... and communicate it; comfortable with working with financial info;
- Managing Risk: understands safeguarding and H&S: not afraid to raise and escalate issues if activities are not safely run for all concerned; Training will be available
- Prayerful: Considerate of attendees faith/lack of faith, offer prayer when and if deemed appropriate.
- Managing self – will go the extra mile for the work, able to juggle tasks, but also understands how to "refill the bucket" so as not to burn out. Use own initiative and time keeping.

***Essential experience and skills:***

- Sound appreciation of the needs of those in crisis, and some experience of responding to such needs with care and sensitivity
- An ability to cook good, home cooked meals as well as an ability to demonstrate that to others with confidence.
- Experience of leading a team to deliver a successful outcome, including clear evidence of prioritising and planning the work that needs to be done
- Experience of working successfully with volunteers or helping to organise unpaid groups of people to achieve a common task

***Desirable experience and skills:***

- A Food Hygiene qualification to L2 or L3 (Training given)
- Experience of monitoring the performance of a piece of work to ensure that it can be seen to be meeting the given objectives
- Competent in monitoring and recording processes and procedures required by Environmental Health Officer.

- Good communication skills both externally in order to inspire and develop partnerships, and internally in order to get the best out of team members
- ICT and PC skills in relation to MS Office programs (Training given)
- Evidence of Health & Safety and/or First Aid training/competence.
- Ability to travel

*Key personal characteristics required: -*

- Agreement with the values of the Food Bank+ and Faithworks
- Passionate about helping those in need in the community.
- Outgoing personality, a friendly yet efficient style and the ability to establish a rapid rapport with people
- Able to model a high standard of integrity to volunteers, referrers and clients
- A self-starter – can take initiative; but also a willingness to learn new skills as systems and needs develop

Please note that as this role will include working with vulnerable adults, anyone applying for a role which involves a regulated activity and certain controlled activity will require a criminal records check from the Disclosure & Barring Service.