



Job Description

Feeding Britain Project Coordinator

About this role

Feeding Britain has secured a grant from the Big Lottery to deliver an advice services project in community food projects across 4 of our local Feeding Britain pilot areas.

The project will ensure that people in food crisis have immediate access to quality advice and case advocacy to tackle the issues that made them vulnerable to hunger. Advice will be in accessible formats, in the community food projects where they first go to seek help.

The project seeks to:

- Train community advice volunteers, with direct experience of food poverty and using emergency food services, to act as a 'triage' or gateway service.
- Provide professional advice workers in each location, who will train, support and monitor volunteers. They will ensure the quality of the advice provided and will also take up more complex cases.
- Create support networks. The volunteers and advice workers will be part of a national network across the 4 locations, to share learning, access peer support, and identify common issues and emerging trends.

The purpose of the Project Coordinator role is to manage the grant and to coordinate and support project delivery across the 4 pilot areas.

It is a fixed term contract for 2 years ending on 1 February 2021. The post can be based at Feeding Britain's office in central London, but we will also consider a someone based in or near one of the 4 project areas (Bradford, Bristol, Derbyshire, and Leicester). The post will report to the CEO of Feeding Britain.

For more information on Feeding Britain please see www.feedingbritain.org

Key responsibilities

- Manage the sub-contracting and partnership agreements with partner organisations across 4 pilot areas who will be delivering the project.
- Support each area with project planning, ensuring they have strategies in place to meet target outcomes and other deliverables outlined in the project proposal.

- Liaise with Child Poverty Action Group to ensure advice workers recruited for the project are trained and clear on the project aims and deliverables, and that they receive ongoing support.
- Support each area to develop volunteer training programmes and ensure volunteer training sessions are delivered twice per year in each area.
- Organise monthly conference calls and annual gatherings with project leads to track progress and share learning.
- Work with the independent evaluation team and project team to develop simple monitoring tools for use by partner delivery organisations and advice workers.
- Collect progress reports from across the 4 project areas, keeping track of overall project progress and producing donor narrative and financial reports to the funder as required (anticipated twice per year).
- Conduct regular visits to partner delivery organisations to support delivery, monitor progress, and identify good practice that can be shared with other project areas.
- Support communication and shared learning across pilot areas.
- Work with local Feeding Britain pilots and delivery partners to ensure grant compliance, including collection of required monitoring data, compliance with the funder's grant requirements and key standards (including child and vulnerable adult safeguarding standards).
- Work with the independent evaluation team to compile and analyse data from each pilot area, and develop a key learning document and final report for circulation at the end of each year.
- Identify local and national media opportunities to publicise the work.
- Support Feeding Britain and the Feeding Britain pilots to identify opportunities for funding to sustain the advice services beyond the end of the current grant.

Person specification- *essential*

- Strong experience in project management, ideally including projects involving multiple partner organisations across several project locations.
- Experience in managing large grants.
- Experience in writing donor reports and preparing donor financial reports.
- Understanding of the third sector, and the complexities of a network structure.
- Experience of local community development, ideally working with smaller charities.
- Excellent interpersonal skills and the ability to quickly build strong relationships with partner organisations.
- Willing to undertake England-wide travel (anticipated 1-3 days per month)
- A flexible approach, and a willingness to be adaptable and respond to rapidly changing circumstances

Desirable

- Previous experience in running or working in food aid projects or organisations providing advice services.
- Understanding of some of the underlying causes of food insecurity and the need for welfare or advice support.
- Expertise in capacity building and training for community organisations and volunteers.

- Experience in communications, especially working with local and national media.
- Familiarity with the Feeding Britain network structure and partners would be welcome.
- Expertise in monitoring, evaluation and learning.
- Previous experience managing a Big Lottery grant.

Project locations

This role can be based in any of the four project locations listed below, or the London based office.

The project will be delivered in the following locations:

1. Bradford
2. Bristol
3. Leicester
4. Derbyshire

Salary

This is a fixed term part time (2.5 days per week) contract for 2 years, terminating on 1 February 2021. The salary will be 24k pro-rata.

How to apply

Please send a CV and a 1 page covering letter, explaining your interest in the post and how you meet the Person Specification, to info@feedingbritain.org **by 5pm on 25th January 2019.**

For an informal discussion of the role, please contact Annie Olivier (annie.olivier@feedingbritain.org)