

## **Role Profile: Projects and Impact Coordinator**

**Hours/term:** 22.5 hours (3 days) per week, initial 12 months Fixed Term Contract with the potential for extension

**Location:** Hybrid with office in central Bristol (1-2 days per week in the office)

**Reports to:** Partnership Manager

**Holiday:** 33 days annual leave per year (pro-rata), including 8 bank holidays

**Benefits:** Company Pension - 3% company contribution, min. 5% employee contribution

**Flexible Working Options:** Flexible working hours, flexi-time

**Salary:** £28,500-£32,000 dependent on experience

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## **The opportunity**

Are you passionate about creating a fairer, healthier and more sustainable food system? This is an exciting opportunity to join a mission-driven, collaborative team at the heart of food systems change in Bristol. We're looking for a motivated and detail-orientated Projects and Impact Coordinator to help shape citywide change through the Bristol Good Food 2030 Partnership and other key initiatives.

You'll play a crucial role in supporting projects, gathering and analysing impact data and developing our approach to Monitoring, Evaluation and Learning (MEL). We offer flexible working, a supportive team environment and the chance to build a stronger more resilient food system for everyone.

## **The role**

We are seeking a Projects and Impact Coordinator to join our small, dynamic team at Bristol Food Network. This new role will be pivotal to the effective coordination of the Bristol Good Food 2030 Partnership and in shaping how we monitor, evaluate and share the impact of our work.

Working closely with our Partnership Manager, Communications Coordinator, Content Coordinator and General Manager, as well as a wider range of cross-sectoral partners and communities involved in local food systems change.

## **About Bristol Food Network**

[Bristol Food Network](#) (BFN) supports, informs and connects people across Bristol working to make our food system more sustainable, just and resilient. We are a Community Interest Company (CIC) and have been engaging and working with food systems stakeholders in the city for over a decade.

We coordinate major projects and campaigns including [Bristol Good Food 2030](#), Bristol's Silver and Gold [Sustainable Food Places](#) Awards, the Bristol Independents campaign to support the local food economy, and the annual Get Growing Trail which opens up community growing spaces to the public each year.

Our small team currently comprises a General Manager, Communication & Engagement Coordinator, Content Coordinator and Partnership Manager. We are supported by a Board of seven voluntary Directors, one of whom is also the General Manager.

We value high-quality work, collaboration, inclusion, and continuous learning and are motivated by a shared vision of a better food future for Bristol.

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## **Key Responsibilities**

### **Project Support & Coordination**

- Assist with planning and tracking Bristol Good Food 2030 activities
- Help maintain project timelines, documentation, and shared resources
- Support with logistics for meetings, workshops, and stakeholder events
- Coordinate communications between internal teams and external partners

### **Impact and Learning**

- Help identify, collect and analyse impact monitoring data (e.g. from surveys, external databases and partners)
- Create and maintain impact tracking tools, such as spreadsheets or dashboards
- In conjunction with the General Manager and Partnership Manager, undertake reviews of existing Monitoring, Evaluation and Learning (MEL) approaches and impact reporting, designing and delivering improvements to these
- Develop and produce the annual Bristol Good Food 2030 Progress Report and contribute to funder reporting as required
- Provide information on impact tracking to the Partnership and make recommendations on enhancing the approach as required
- Support reflective learning sessions with the BFN team and partners

### **Engagement and Communications**

- Draft communications such as meeting notes, email updates, or summary briefs
- Help prepare presentations, visuals, or simple infographics for internal and external audiences
- Attend events and meetings – in particular the Bristol Good Food 2030 Working Group meetings - taking notes and supporting with follow-up actions as required

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## **Person Specification**

### **Essential**

- Passion for sustainable food systems, food justice or environmental and social change
- Experience gathering and analysing data (e.g. online surveys, interviews or secondary research using external data sources)
- Exceptional organisational and time-management skills
- Confidence working with spreadsheets, data analysis tools and digital documents (Microsoft Office or Google Workspace essential)
- Strong attention to detail and ability to manage multiple tasks Willingness to learn and confidence to ask questions and seek support when needed
- Strong written and verbal communication skills

### **Desirable**

- Some experience (paid or voluntary) supporting projects, research or community initiatives within the food system

- Knowledge of sustainable food systems including climate/ecological/public health impacts related to food
- Experience with collaborative or participatory working approaches
- Experience delivering projects involving multiple, diverse stakeholders
- Experience building networks and relationships across a range of stakeholders, in particular the public sector and/or community organisations
- Familiarity with project management tools (e.g. Gantt charts)

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### **Values and Ways of Working**

- Committed to equality, diversity and inclusion, and amplifying community voices in food systems work
- A team player who brings a proactive and positive attitude
- Values high quality work and strives for continual improvement
- Curious, adaptable, and able to problem solve
- Motivated by the vision of a fair, sustainable, and resilient food system

### **Equal opportunities**

- We actively welcome applications from historically underrepresented groups in the sustainability movement. If you require any adaptation or assistance during the application process, please be sure to let us know.

### **How to apply**

- Please send a CV (maximum 2 pages) and covering letter (maximum 2 pages) to [recruitment@bristolfoodnetwork.org](mailto:recruitment@bristolfoodnetwork.org) by 23.59 on 18<sup>th</sup> May 2025.
- Please complete an Equal Opportunities Monitoring form and return this with your application.

### **Tips on writing a strong application**

- In your cover letter, please tell us why this role interests you
- Provide specific examples of previous work, study or personal activities undertaken to demonstrate how your skills and experience meet the job requirements
- Do apply even if you don't meet 100% of the criteria – so long as you can demonstrate relevant skills and passion, we'd like to hear from you.

### **Recruitment process**

- Interviews are expected to be held in person on the 3<sup>rd</sup>, 4<sup>th</sup> or 5<sup>th</sup> June. Interviews are typically held in person in Bristol, but we can accommodate virtual interviews if necessary.
- Interviews will include a short task, which we will ask candidates to prepare in advance.
- We are happy to consider reasonable adjustments that candidates may need during the recruitment process and will ask successful applicants about this prior to interview.
- References will be requested from successful candidates post interview.