

Sidings Community Centre

Job Description for West Hampstead Community Food Hub Development Worker

Job Title: West Hampstead Community Food Hub Development Worker

Hours per week: 25 hours (Short-term contract: Oct – end Dec 2020 (if funding found job may be extended)).

Salary rate £30,000 pa pro rata for 25 hours (based on 37.5 hrs week)

Background to Post:

West Hampstead Community Food Hub is the legacy project from the FoodCycle Food Bank initiative, which started in mid April during the COVID19 crisis lockdown. Based originally at St Cuthbert's Church, this has involved a partnership of FoodCycle (including City Harvest), 3 local churches, and community donors, underpinned by a committed group of volunteers from the West Hampstead & Fortune Green (WH & FG) Mutual Aid Groups (MAG) who have collected, sorted, bagged and then delivered the food supported by a team of local volunteer drivers.

The Food Bank project is now in transition, having recently relocated to Sidings Community Centre, a well-established community hub. From October onwards, FoodCycle want to resume providing a hot meal take away "cook & collect" service from St Cuthbert's Church on Saturdays. As a consequence, they can no longer provide organisational and infrastructural support to the Food Bank at Sidings, including the collection of data, referrals of those wanting food or offering to volunteer, training and DBS checking of volunteers where needed. However, we hope to continue to work in partnership, and will promote their "cook & collect" service at St Cuthbert's Church.

Sidings Community Centre was awarded £10,500 from the Edward Harvist Trust to continue, support and develop the current food bank project, and work with the MAG volunteers to create a new sustainable model to go forward with. The grant funding awarded includes employing a worker (or job share post) to manage, co-ordinate and develop the project, enabling Sidings Community Centre to take over effective management and ensure the current service transitions as smoothly as possible from FoodCycle to Sidings CC. As we intend the project to develop it has been re-named as the West Hampstead Community Food Hub.

Main purpose of Job:

- 1) The Development Worker will be responsible for managing & co-ordinating the new West Hampstead Community Food Hub based at Sidings Community Centre in NW6. The post holder will develop options for a sustainable model for the food hub, and work with a range of volunteers and local partner agencies to help research & close gaps in the response to food poverty within the West Hampstead and Kilburn area. The post will combine both professional skills and a hands-on approach to developing the current food parcel offer, and will include identifying additional strategies and activities to help alleviate food poverty locally.
- 2) To ensure that the key Edward Harvist grant funding criteria are met, which include:
 - Developing or extending a sustainable model for food distribution locally
 - Establishing a clearer understanding of current need and identifying gaps within local provision
 - Evidencing action and opportunities for reducing ongoing reliance on free food

- Meeting the needs of groups at highest risk of food poverty as a result of the Covid-19 crisis.
- Where funds are requested for the distribution of food directly, there should be secondary benefits to the distribution, such as reduction of social isolation or meeting additional needs of households such as families with children eligible for free school meals, etc.
- Continue and develop the engagement of, and relationship with, the local Mutual Aid Volunteer partners
- Produce a report on the project to the EH Trust by end December.

Main tasks:

- most immediately to ensure that – as much as possible – relevant data is or has been appropriately transferred to Sidings CC to ensure there is continuation of service and that contact with current users is maintained where requested. This must include creating a clear referral system for booking on-site collections and potential off-site deliveries to users and, once transition is complete, that the new food parcel provision can be promoted to take on new referrals. This will also involve working alongside and supporting a team of existing and new volunteers to ensure continuity of service.
- to ensure that the current level of donations from the community is maintained and developed, and that collections of weekly donations from local collection points are organised in partnership with the MAG Volunteers
- that the Development Worker pays particular attention to setting up and working with a Steering Group, comprising of key members of the existing MAG volunteers and Sidings representatives. A key aim of this group is to ensure a clear relationship is established to provide co-ordination regarding volunteer involvement, fundraising and promotion of the Community Food Hub.
- set up an effective data entry system using a spreadsheet format for both users and volunteers, and ensure a clear and effective referral system is in place for both existing and new users and volunteers The spreadsheet system can also be used to plan delivery routes for either walking or vehicle deliveries and to track the uptake of the service and non-personal data analysis.
- work with a network of local partner agencies to gain a better understanding of food poverty locally, to help identify unmet needs and liaise with Camden wide agencies and local partners who can reach those most in need. This may include local schools, children’s centre, local TRAs, faith groups, other VCS organisations and LB Camden. This can involve Sidings Community Centre’s own service users and looking at different distributions options to maximise reach to those most in need
- create and distribute publicity for the new WH Community Food Hub to engage existing and new users, encourage more volunteers and donors, and create active social media and website presence to attract ongoing support and interest
- organise the purchasing or other provision of food bank supplies to ensure a sufficient amount of basic food items is continuous – liaising with LB Camden Food Alliance support officer and local MAG group. There is a limited amount of money in the grant for purchasing core staple items. However, it will be important to promote and encourage regular financial donations from the community to help buy fresh fruit and vegetables as well as non-perishable food items to suit a range of diets.
- develop an add-on programme to the food parcel offer to help reduce food poverty by such means as advice on cheaper healthy food and meal options, signposting to services such as cookery classes, debt management, food growing opportunities, etc. In recognition that Food Poverty is a symptom of overall poverty, to expand the on-site service to include an offer of additional

items of essential household products. This takes stress off people's low income to reduce their financial risk. From time to time Sidings Community Centre also acts as a distributor of household goods and vouchers for a local Trust and we would aim to develop this alongside the food parcel offer.

- work with local partners such as JW3, the Sacred Heart Church in Quex Road, to ensure our work is complementary, and connects with local members of the Independent Food Aid Network (IFAN) and with Camden's new Food Poverty Alliance
- Research options and produce recommendations for sustaining the food hub once the current funding is due to cease, including identifying potential fundraising sources
- Produce a report by end Dec 2020 on how the project has developed, met the criteria for the grant, and future sustainability.

Skills Specification

Skills Required	Essential	Desirable
Strong Organisational Skills and evidence of proven project management	✓	
Highly competent Digital skills, using Microsoft Office, and mobile technology including social media apps	✓	
Ability to carry out some research to determine needs and identify ways to respond to gaps or new food distribution options	✓	
Ability to produce interim and final reports to WH Community Food Hub Steering Group and Camden	✓	
Ability to work on own initiative to carry out tasks as outlined to fulfil grant criteria and create a clear work plan	✓	
Good networking skills and ability to liaise and engage with a range of voluntary and Camden partners	✓	
Experience or understanding of supporting, managing and working alongside a team of volunteers	✓	
Understanding of GDPR	✓	
Understanding of Adult Safeguarding issues	✓	
Excellent interpersonal and communication skills, with ability to work with a wide range of the people from different communities	✓	
Ability to identify future funding possibilities – some fundraising skills would be an advantage	✓	
Agreement to be prepared to undertake or provide evidence of a satisfactory DBS check	✓	
Proof of training in Food hygiene, First Aid, and also adult safeguarding issues		✓Training provided

Candidates must also have:

- A good understanding and respect for the needs of people of different cultures and faith communities
- Have some understanding of mental health issues
- Have a strong commitment to equal opportunities
- Have an understanding of working in the voluntary and community sector
- Understand this post involves both professional skills and also a hands-on approach. It is expected that the worker will work the 25 hours over 3 to 4 days –providing on-site co-ordination and support to the current Friday evening sorting and Saturday on-site and off-site food distribution service

Terms and conditions

You will be employed by Sidings Community Centre and offered their standard terms and conditions which offer all statutory entitlements. Your line manager will be Sidings Community Centre's CEO a – Sue Measures, although it is also expected that you will report to and work with the WH Community Food Hub Steering Group who will help direct and support the project

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