**Food Project Logistics Coordinator**

**Job description and person specification**

**Specifics of the role**

**Contract**: Permanent

**Working hours**: 37.5 hours per week

**Salary range**: £23,000 - £27,000 subject to current job evaluation process scheduled for completion in late Summer

**Leave**: 33 days (pro-rata, inclusive of bank holidays)

**Responsible to**: Food Project Manager

**Location**: St Pauls, Bristol

**Conditions**: Enhanced Disclosure CRB required

**We offer**: Flexible working; 5% workplace pension

**Who we are**

Caring in Bristol’s vision is creating a city empowered to solve homelessness. We work in imaginative and creative ways with people experiencing or at risk of homelessness, with the public and with community partners to bring about lasting change in Bristol and beyond.

We are small yet highly ambitious and have significantly expanded our reach over the last three years to fund the work we are passionate about in our city. COVID-19 has transformed the strategies needed to support people at risk of or experiencing homelessness in Bristol, pushing many into precarious housing situations and creating large numbers of newly housed people that could fall back into homelessness.

**Our values**

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| ***Collaboration***  We learn, share and work with everyone in our community to create services that best meet need. Our beneficiaries inform the design, delivery, and evaluation of our work. We collect and apply evidence to build partnerships and embed our impact. | ***People first***  We value human relations, and the strengths people have and are committed to positive change and development in everyone. We will take positive risks with people. We hold that the wellbeing of our staff and volunteers is integral to the positive impact we can make with our beneficiaries. We are inclusive and celebrate diversity. | ***Focus on the end goal***  We work with our beneficiaries and volunteers to achieve their ambitions. We are here to make ourselves no longer needed and want Bristol to be the first major city to end homelessness. |

**About the role**

A key role in a small team delivering and developing our innovative Cheers Drive food provision work. Working alongside another Project Coordinator and reporting to the Project Manager, the main tasks for this role will be coordinating the food supplies and jointly managing the volunteers for the next chapter of our food accessibility work.

Cheers Drive has been supporting 200 people experiencing homelessness in Bristol with prepared meals and food parcels. This service was set up in response to the COVID pandemic and is expected to continue in its current format until July 2021.

Caring in Bristol is committed to continuing and refocusing the work of Cheers Drive to create a long-term sustainable service that supports people experiencing homelessness to move away from crisis and towards independence. We’re looking for a Project Coordinator to support the development and logistical delivery of this work, building on existing learning and partnerships to get a new service up and running.

This is a fantastic opportunity for an organized and flexible Project Coordinator who is passionate about the power of food, to shape and deliver this exciting new service.

**Diversity**

We are committed to increasing diversity of staff within Caring in Bristol and within the Charity Sector as a whole.

We especially welcome applications from people with lived experience of homelessness. Black, Asian and ethnic minority candidates are particularly encouraged to apply for these roles. We welcome applications from everyone who meets the requirements of the Person Specifications. We encourage applications from all gender identities and sexual orientations; we are committed to equal opportunity, equal treatment and respect for every individual. If you have special access requirements, please do let us know.

We offer, and value, flexible working. As a charity we are proud to be committed to mental health awareness and to actively supporting the wellbeing of the team.

**How to apply**

To apply, please submit a completed application form to recruitment@caringinbristol.org.uk with the subject line: *Your Name* – *Food Project Logistics Coordinator*

**Main tasks and responsibilities**

**Food logistics and coordination**

*Specific to development and delivery of our new food access project:*

* Plan and manage distribution of food and other essential project supplies to our project locations
* Coordinate partnerships with food suppliers including Fareshare
* Ensure food supplied is appropriate for our beneficiares
* Support the development of new partnerships that will benefit our clients and the communities in which the project operates
* Managing stock, ensuring there is enough food to serve the project whilst minimising waste
* Logistical management including facilities and transport

**Volunteer management**

Together with the project team:

* Support the recruitment and retention of volunteers
* Coordinate volunteer training, induction and development
* Act as first point of contact for volunteers and manage communication including content for a volunteer newsletter
* Schedule and manage the volunteer rota.
* Develop our volunteer offer for people with experience of homelessness
* Work with other volunteer coordinators to develop volunteer management processes and systems that are best practice and consistent across the organisation

**Partnerships, communications, and development**

* Develop and maintain strong working relationships with our partners and suppliers to ensure the project is running effectively and efficiently
* Act as a primary point of contact for the project, communicating with a range of stakeholders including volunteers, partner organisations, suppliers and the general public
* Work closely with the comms team to ensure consistent comms across our services and assist with meeting our fundraising target.
* Support the Project Manager with the development of the new services:
  + Develop a Theory of Change.
  + Develop the project plan.
  + Create a project delivery timeline.
* Support the Project Manager with continuous review and improvement of the service.

**Health and safety**

* Ensure all food safety and hygiene requirements are met for storage and transport.
* Ensure additional public health requirements are met in relation to COVID-19 and the production and delivery of food to vulnerable people.
* Lead on maintaining comprehensive records to demonstrate adherence with all safety and health requirements.
* Keep up to date with guidance on working safely in the current environment.

**Reporting, monitoring and evaluation**

* To report on progress and development to the Project Manager in a timely manner and agreed format.
* To develop and maintain the volunteer and beneficiary databases, ensuring data is accurate and GDPR compliant.
* Support the evidencing, monitoring, and evaluating of our services and establishing a culture of learning through doing, in relation to an agreed work plan.
* To keep accurate records of data relating to the food collected and processed.
* Assist with the preparation of internal and external reports, including for funders.

**Other responsibilities**

* Promote the aims and objectives of the Charity and present a positive image of it through good public relations, communications with visitors, beneficiaries, guests, people who use our services and the local community.
* To follow organisational policies and procedures and observe the Code of Conduct.
* To actively participate in and attend supervisions, annual appraisal processes and identified training.
* To actively support our general fundraising, social media and marketing.

**Essential skills and experience**

We expect you to meet most of these criteria. However, we don’t expect you to meet *every* point and welcome applicants with transferrable skills and an ability to apply themselves in a new context.

* Experience of delivering successful projects and services as part of a team.
* Experience of managing and motivating a team of volunteers.
* Experience of working in partnership with other groups and organisations in innovative ways to achieve social impact.
* Experience of working in hospitality, events, logistics, retail or similar.
* Level 2 Food Safety and Hygiene for Catering certificate.
* Strong communication skills, with the ability to build rapport quickly and maintain effective working relationships with a range of stakeholders.
* Strong IT skills including the Microsoft Office suite, including Excel, and experience of using databases.
* Solid organisational skills including consistency, accuracy, and an eye for detail.
* Experience of monitoring and evaluation processes and the safe handling of data.
* Experience of recording and analysing data to assess impact.
* A clean full UK driving licence

**Values and behaviours**

* Personally committed to Caring in Bristol’s vision and values and collaboration-focused method of work.
* Committed to reflection and learning, including sharing failures and uncertainties; openly taking feedback from the team and members of the community on your behaviour and work.
* Brings ideas for improvements and is open and honest in all communications where relevant and appropriate.
* Awareness of your own needs: the homelessness sector can be challenging – you will be good at knowing your limits under pressure and will be confident to ask for help when you need it. You will receive support from your team, and we are keen to nurture an environment where no-one feels worried about asking for help or support when they need it.
* Resilience working under pressure, ability, and willingness to both give and take constructive feedback.
* Willingness to work the odd evening or weekend as needed, with a flexible working policy.
* Growing levels of self-awareness, including an understanding of how your background has shaped the opportunities afforded to you and how you relate to people from different backgrounds to you.
* Willing to develop emotional intelligence, including a growing ability to empathise with and appreciate others, creating opportunities for those you work with to grow.
* A passion for social justice and to change Bristol for the better.