

**Job Description**

**Community Food Members Co-ordinator**

**Reporting to** Head of Development

**Responsible for** Project Officer; relevant volunteers

**Hours** 37.5 hours per week.  This will mean working some hours during evening and weekends as the job and cover requirements dictate.

**Terms**  25 days paid leave in addition to bank holidays

**Salary** £23,000-25,000 per annum

**Employer** Food Redistribution Wales Ltd (FareShare Cymru)

**FareShare Cymru**

FareShare Cymru is an independent charity and part of the national FareShare U.K. network of surplus food redistribution charities.

We fight food poverty by tackling food waste. We source quality surplus food – from food retailers, manufacturers, and suppliers – engaging volunteers to redistribute to local charities and community groups that provide meals to vulnerable people (individuals who are homeless, unemployed, socially isolated, recovering from addictions). Our food is a vital lifeline for children and families, people on low incomes, people who have lost their jobs, the homeless, refugees, domestic abuse survivors, the elderly and keyworkers.

This is an exciting opportunity to be instrumental in setting the next phase of our development. This post is a new role in response to this year’s rapid growth of the charity’s operations and we anticipate exciting new opportunities for further growth in the future.

**Circumstances**

Hybrid working, the post holder will be required to work from our warehouse in Cardiff and from home. The role may require the post holder to travel throughout Wales and attend events out of hours.

**Purpose of Role**

Assist in the growth and development of the organisation as a whole and especially to continue to grow the number of Community Food Members (CFMs) that FareShare Cymru works with.

**CFM recruitment and retention**

* Recruit and sign-up new CFMs and achieve recruitment targets
* Provide account management to existing CFMs and develop their food needs
* Undertake assessments and kitchen checks as necessary
* Develop Local Collection Points and recruit CFMs to establish them and achieve targets
* Develop new relationships and partnerships in order to facilitate this
* Ensure any monitoring and reporting is undertaken and completed as required
* Market, promote and communicate membership of FareShare Cymru
* Develop and undertake any surveys of CFMs as required
* Ensure all CFM records are maintained
* Work with the operations team to develop the delivery schedule as needed to accommodate new members and areas.
* Develop and implement a CFM retention programme/ membership programme e.g. CFM handbook, webinars, newsletter, healthy eating etc.

**Development of new areas**

* Develop partnerships and set up Local Collection Points in areas of South East Wales that we are not currently working in
* Work with the Development Manager and Project Officer to develop a good working relationship with FareShare Merseyside to ensure delivery in North Wales.

**Other Development Work**

* Work with the Food Sourcing Co-ordinator, Head of Operations and Head of Development to ensure maximum throughput of food surplus food, developing work to achieve this as necessary.
* Undertake any research as required
* Develop new projects and areas of work as required
* Income generation, fundraising and funding work as required
* Ensure all records are maintained and provide reports as necessary
* Undertake monitoring and evaluation as necessary

**Marketing and Communications**

* Take responsibility for specific areas of marketing and communications
* Represent FareShare Cymru as required

**Management**

* Direct Line management responsibility for the Project Officer
* Ensure that appraisals are completed and documented

**Other Duties**

* Be prepared to provide cover for any other member of the staff team during absences as required
* Carry out any other duties which may be necessary in order to fulfil the post and/or the functioning of FareShare Cymru

**Person Specification**

|  |  |  |
| --- | --- | --- |
|  | Essential | Desirable |
| Qualifications | * Good level of English and Maths
 | * Relevant degree or equivalent
* Food Safety Level 2 or 3
 |
| Experience & Knowledge | * Experience of working as part of a team supporting and delivering projects to agreed time, cost and quality indicators
* People management
* Experience of building and developing relationships and partnerships
* Demonstrable experience of meeting recruitment targets and increasing customer numbers/ Proven experience in enterprise level business development, B2B marketing or inside sales/ A successful track record in business development and growing organisations
* Client relationship management
 | * Knowledge and experience of the Third sector in Wales
 |
| Skills & Abilities  | * Confident in public speaking
* Full clean driving licence and access to own vehicle
* Good influencing and negotiating skills
* Excellent interpersonal & communication skills, clear ability to adapt approach to a diverse range of audiences
* Team player able to motivate and develop people through positive approaches
* Willing and able to develop new skills and take on challenges
* Able to meet targets and deadlines and to work under pressure
* Experience of giving presentations to a range of audiences
 | * Welsh language skills
 |
| Personal Qualities, values and behaviours | * High degree of motivation, commitment and the ability to use own initiative
* Proactive
* Ability to work flexibly including evenings and weekends when necessary
* Willing and able to travel
* Commitment to the ethos of the Third Sector and the work of FareShare Cymru
* Reliable, resourceful and responsible
 |  |