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Shoreditch Trust Food for Life Delivery Coordinator

Job Description & Person Specification

Reports to:	Food for Life Assistant Project Manager
Salary:	£23,000 per annum pro rata
Hours:	21 hours per week
Duration:	Initial 3 month contract, with possibility of extending depending on funding.
Based at:	12 Orsman Road, London N1 5QJ, Healthy Living Centre, 170 Pitfield Street, London N1 6JP and multiple delivery sites across the London Borough of Hackney
Holiday:	30 days + bank holidays + personal development days (pro rata)
Job Ref:	FFL01/18

Role description

The Delivery Coordinator role is an integral part of the Food for Life team's approach to delivering health eating sessions to members of the public and organisations in the local community. Working closely with the Food for Life Assistant Project Manager and the other delivery coordinator, you will be responsible for devising, developing and delivering nutrition-based cook and eat sessions to diverse groups of all ages and backgrounds. The role in sessions is primarily one of facilitation, guiding participants and equipping them with the tools to enable them to improve their knowledge, skills and understanding of healthy food and cooking, whilst building their confidence working as part of a group. The role is also office based supporting the coordination of the project; outreach and recruitment, liaise with participants to support attendance, collect monitoring data, writing course reports and keep the database up to date.

Principle tasks

The Delivery Coordinators work plan will be split across four main areas:

- 1. Devising, developing and delivering healthy eating sessions**
- 2. Outreach and participant liaison**
- 3. Project monitoring and evaluation**
- 4. Contributing to Food for Life project development and strategy**

1. Devising, developing and delivering healthy eating sessions

- Devise schemes of work, lesson plans and recipes in line with the Food for Life programme and in collaboration with colleagues
- Lead and be responsible for the successful and safe delivery of cook and eat sessions and courses in line with Shoreditch Trust policies
- Deliver nutrition-based cook and eat sessions;
- Coordinate, support and supervise the sessional team in preparation for and during sessions
- Support participants to achieve their goals in line with the Food for Life approach
- Liaise with locations/Kitchen managers prior to and during sessions, ensuring that the kitchen or work space is suitable for delivery

2. Outreach and participant liaison

- Work alongside the Assistant Project Manager to create and execute the promotional plan for upcoming courses.
- Recruit participants and manage bookings.
- Be the initial point of contact, sending reminders and following up with them when they do not show up to classes.

3. Project monitoring and evaluation

- Undertake monitoring and evaluation of courses delivered, in line with Food for Life and Shoreditch Trust policies and as required by funders, with attention given to data protection laws.
- Compile course reports as required and in line with reporting requirements
- Contribute to administrative duties and data entry as required by the team

4. Contributing to Food for Life project development and strategy

- Participate in weekly Food for Life team meetings
- Provide input to the team approach based on experiences of leading sessions and feedback from participants
- Remain up to date with nutritional information and guidelines to inform the Food for Life team strategy
- Devise exercises and tools to enhance learning opportunities for session participants
- Support the Food for Life Assistant Project Manager in identifying and developing opportunities for new partnerships or activities

Job requirements

- In order to be responsive to the community you will need to be flexible, working some evenings and very occasionally weekends. Hours will be agreed on a mutually beneficial basis and reclaimed on a TOIL basis.

Corporate responsibilities

- Conduct high levels of professionalism at all times with particular reference to punctuality, dress, presentation and administration
- Keep customer care as the major priority for service provision
- Ensure the service is promoted efficiently, effectively and in keeping with the corporate image of Shoreditch Trust

Please note that this job description is intended as an outline indicator of general areas of activity only. Shoreditch Trust is a small charity and as such all staff are expected to vary their duties as necessary to meet the needs of the organisation.

Safeguarding

Shoreditch Trust works with children, vulnerable young people and at risk adults in a variety of ways and is committed to providing a safe, positive and friendly environment. We have a statutory and moral duty to ensure and promote the welfare of these groups regardless of Race, Disability, Gender, Age, Sexual orientation, Religion and belief, Gender reassignment, Pregnancy and maternity, Marriage and civil partnerships.

This policy extends to the treatment of all of our service users, partners, volunteers, visitors, and employees of Shoreditch Trust. Shoreditch Trust abides by the legislative framework in place for safeguarding, including the Children Act of 2004, Safeguarding At Risk Groups Act of 2006, Rehabilitation of Offenders Act of 1974 (amended in 2001), Criminal Justice and Court Services Act of 2000, the Criminal Justice Act 2003 and adjacent legislation and policies. We take into account 'Best Practices' in child and at risk adult safeguarding.

You will be working with and supporting children and at risk adults on a daily basis and will be required to understand and implement the Shoreditch Trust Safeguarding policy; your position with the organisation is subject to the satisfactory outcome of a check with the Disclosure and Barring Service.

Person specification

Education and professional qualifications

Essential

- GCSE Maths and English grade C and above.

Desirable

- Academic Qualification in Nutrition, Human Nutrition, Nutritional Therapy or Dietetics
- Academic or professional qualification relating to cookery

Experience

Essential

- Delivering nutrition-based healthy eating cook and eat classes in an inner-city community setting
- Facilitating practical activities for groups of different sizes with differing backgrounds and needs
- Working flexibly across multiple sites

Desirable

- Devising and leading accessible, nutrition-based healthy eating recipes
- Handling monitoring and evaluation data
- Leading a small team of staff or volunteers

Knowledge, skills and aptitudes

- Excellent nutrition knowledge; able to communicate nutritional requirements for general population and groups with specific needs in an approachable and accessible way
- Excellent interpersonal skills with the ability to communicate with a wide range of stakeholders
- A good understanding of key cultural, social and religious aspects of a multi-cultural, inner-city borough
- Experience in collecting and analysing monitoring and evaluation data.
- An ability to work independently and on own initiative
- An ability to remain flexible and adaptable in a community-based and public-facing environment
- Excellent team-working skills
- Good attention to detail
- IT literacy and good knowledge of Microsoft Office software

- Good understanding of safeguarding vulnerable adults and children, including local policies, protocols and best practice
- Good understanding of personal safety
- A strong interest in and commitment to the aims and values of Shoreditch Trust