



JOB DESCRIPTION: Project Co-ordinator

Job Particulars

Job title:	Project Co-ordinator
Responsible to:	Project Manager
Hours:	30 hours per week (increasing to full time)
Rate:	£12 per hour
Contract:	1 year initially with a 3 month probationary period
Holidays:	20 days per annum
Start Date:	To be confirmed
Location:	Based at the Larder Café, Lancaster Road, Preston PR1 1DD

About the Larder Project

A vision has been developed over the last five years and following extensive consultation by The Larder of a multifunctional food hub in Preston offering:-

- A community café
- An educational and training resource
- A local food procurement initiative

A principle aim of the Larder is to address food issues in the Preston area through proactive means which encompass the factors contributing to food poverty as well as the delivery healthy and sustainable food messages. We believe that food of a good quality should be readily available to all no matter what the level of income may be. The Larder supports local and sustainably produced food, local farmers and small scale food growers and producers. It aims to raise awareness of and reduce the amount of food going to waste. We believe passionately in promoting a fair food system.

Job Purpose

This is an exciting and unique opportunity for someone who is passionate about food sustainability and wants to be a part of a multi-faceted initiative whose core value is 'food fairness for all'.

We are looking for someone to join the Larder team to help develop 3 of the key areas of our project: our food poverty initiative, Food Academy and Café. A good understanding of the environmental agenda, of community development and of the concept of social value is a key requirement for this post. Ideally we would welcome someone with teaching / facilitation experience.

This is an opportunity for someone who is good at multi-tasking.

The Project Co-ordinator's role will include managing our Food Champions programme, promoting courses and food related activities, liaising with partners and creating new partnerships, updating our website, carrying out needs assessments and project evaluations, funding bid writing, events organising, general administration and any other related hands-on activities. The Project Co-ordinator will also support our Café operation and expand our outside catering business.

The post involves some driving and requires the use of a car.

Duties & Responsibilities

Support the Larder employees and volunteers in developing our food poverty initiative, Food Academy and Café:

- Manage the Food Champions programme by
 - seeking funding for the delivery of training programmes
 - supporting the training delivery team as required
 - developing partnerships in the community where Food Champions can deliver Cook and Eat courses and workshops
 - generally promoting the Food Champions initiative
- Enable the Larder team to further develop its food poverty initiatives by
 - supporting current work administratively
 - building on existing and developing new initiatives alongside the Larder team and partners
- Support the Food Academy by
 - seeking on-going funding for Academy courses
 - developing partnerships with education providers
 - helping to recruit teachers and students

- helping to secure practical experience for students and signpost students who are seeking to get back into work towards further training as appropriate
- generally overseeing the administration of the Food Academy
- Assist the Project Manager in the on-going development and day-to-day running of the Café by
 - overseeing the Café staff (rotas, timesheets, wages, recruitment, personal development)
 - further developing new and existing Café activities such as music nights, film and dine events etc
 - ensuring the Café continues to meet legal requirements (health and safety, fire regulations etc)
 - supporting menu development and partnerships with local food growers and producers
 - ensuring a welcoming environment for all Café users
 - promoting the café and all its activities through the media and network of partnerships
 - developing the Café's Outside Catering arm
- Help spread the Larder's message through all possible avenues including the website
- Undertake other Larder related activities as required
- Actively promote the Larder's ethos at all times

Qualifications, skills, knowledge and experience

Essential

- 3 years relevant experience
- A full current UK driver's licence
- Catering experience, ideally small scale
- Experience in teaching and empowering others - we are looking for someone with patience and good informal / on the job teaching and training skills who can bring out the best in those around them

Highly Desirable

- A real passion for and knowledge of food
- A teaching qualification
- Strong ethics – someone who supports our mission to reduce food poverty and waste, has an interest in sustainability including finding ways to support local food

growers and producers, and values people over profits. Someone who wants to make a real difference.

- Excellent communication skills as this role involves working with a varied customer base, as well as working with a range of staff and volunteers. The Project also attracts significant media attention
- A proven record of being a good team player as you will play a crucial role in the development and success of this project

Working Conditions

The Project Co-ordinator will be based in the centre of Preston but may be asked to work at other sites from time to time, and sometimes off site for events. The Project Co-ordinator is expected to maintain a smart appearance and an excellent level of personal hygiene.

Physical Requirements of the Job

The role may involve standing for long periods of time, potentially using stairs, and may involve lifting. The applicant will need to be in good physical condition to meet the requirements of the job.

Declaration

This job description covers the main areas of duties and responsibilities of our Project Co-ordinator. It is not exhaustive and the duties and responsibilities may change from time to time in line with the project needs. This will always be negotiated.

What can we offer you?

The Larder is a small, innovative organisation with a clear mission and a good sense of ethics. We value people not profits and are looking for the right person to get involved and help us build something amazing.

We are a caring organisation and will invest in the people who invest in us, the opportunity exists here to join a small team and create the job you want.

HOW TO APPLY

- Email your CV and a covering letter to Kay Johnson at kay@larder.org.uk
- Please state any notice period you would need to honour with your current employer
- The deadline for receipt of applications is **Friday 27th March by 5pm**
- You will be informed by email if we need any further information and/or would like to invite you to an interview
- Please supply contact details for 2 references