

**A Summer Opportunity to work as a Community Partner with Family Action on the Holiday Food and Fun Programme in Croydon**

Working closely with the Family Action Team, we would like to hear from organisations based in Croydon with the skills, networks, experience and capacity to support smaller organisations to meet the requirements of the Holiday Food and Fun programme.

Family Action, in partnership with the London Borough of Croydon, has recently been awarded Department for Education (DfE) funding to co-ordinate a programme of free activities and healthy meals for disadvantaged school aged children and their families across Croydon during this summer’s school holidays. The programme will be delivered by a range of Croydon-based providers – both large and small (including schools and CiCs). The aims of the project are to:

* ensure there is enough good-quality free holiday food and fun activities to meet demand from children eligible for free school meals (and other children) in the borough during the 2019 summer holidays.
* develop a more efficient and joined-up approach to free holiday provision for Croydon’s disadvantaged children; and
* explore models for sustainability of provision in future school holidays.

**Hours:** ideally 30 hours per week, but organisations with availability for 15 hours per week may be considered. We need organisations that can be available from July until September.

**Location:** current organisation with extensive travel across Croydon (ideally, the individuals working on the project would have their own car with full driving licence, and/or a willingness to use public transport to travel across Croydon, with the possible need to travel occasionally to Family Action Head Office in Islington).

**Funding Available:** up to £6,000 in total per provider, assuming 30 hours per week, or pro-rata (working from July – September 2019 – up to 12 weeks), paid by monthly invoice.

**Key Tasks:**

1. To support up to 20 organisations to develop their delivery plans in accordance with their delivery agreement and be the main point of contact in a designated area of Croydon responding promptly to queries and concerns (e.g. ideals for physical, food-related and/or other enrichment activities, ideas for targeting children on Free School Meals and engaging families, queries about supporting children with allergies, assisting with completing spreadsheets).
2. To maintain regular contact with delivery organisations and support them to overcome challenges and barriers (including helping them engage with families and communities to optimise take up), linking with Family Action and other Community Partners as necessary.
3. To share knowledge, ideas and feedback across the programme, and attend training.
4. To work with our Innovation and Sustainability Lead to plan and deliver focus groups or workshops to share best practice to inspire and encourage improvement in current and future Holiday Activities and Food provision.
5. To work with and support delivery organisations to ensure data and other information required by Family Action, and DfE and their evaluators is accurate and collected to the agreed timescales – ensuring that all work complies with GDPR.
6. To support with quality assurance by undertaking delivery observations and providing constructive feedback.
7. To attend steering group, or project team/catch up meetings as required, and provide a weekly progress report to Family Action.
8. To act within your organisational policies and procedures, with particular regard to Equality and Diversity, Safeguarding and Confidentiality and Data Protection, and for those working on the project to have at least Level 1 Safeguarding Training, and your staff to have Enhanced DBS clearance.
9. To support organisations to comply with relevant health and safety legislation, national standards and nutrition, food hygiene and allergy requirements.

**Who We Are Looking For**

We are looking for organisations (which are legally constituted and hold public liability insurance) that can provide hands-on support to organisations delivering the Holiday Food and Fun programme.

* Your organisation will have relevant experience that enables you to deliver the key tasks and has enthusiasm to challenge food insecurity and help build a safe and sustainable programme in Croydon.
* You can help find solutions to problems and provide friendly and appropriate support, working flexibly to meet the requirements of the programme.
* Your organisation demonstrates commitment to equal opportunities, safeguarding children and a strong understanding of the impact of deprivation and discrimination on communities, families and individuals, and help us to deliver this programme without stigma.

Your organisation can be taking part in the programme, but you would not be a Community Partner for your own organisation or those you work very closely with currently.

Your organisation will also have the opportunity to be part of the community forum which will focus on developing the long-term sustainability of the programme in Croydon.

**How to apply:**

If your organisation is interested, please send us an expression of interest of no more than two sides of A4, telling us why you are interested and why your organisation would be a good Community Partner. Please also tell us a bit about the named people within your organisation who would be delivering the work.

Please send your statement of interest to us at: [haf@family-action.org.uk](mailto:haf@family-action.org.uk) no later than **5pm on Thursday, 27th June 2019.**