



### **FOOD Club Coordinator, FOOD Clubs, Tower Hamlets**

- **14.8 hours per week, with a possible future opportunity of increased hours**
- **26 week contract, with a possibility of this being extended**
- **Grade 2 (upper): £27,138 - £29,525 per annum pro rata inc Inner London weighting**

The Family Action FOOD (Food On Our Doorstep) programme aims to:

- provide regular access to a sustainable supply of food to people at risk of food insecurity
- encourage families to access local support services and be signposted to other agencies
- increase disposable income for local families to improve life chances and wellbeing
- reduce the amount of food being sent to landfill in the UK by utilising surplus food

The FOOD Club Coordinator will support all aspects of the day-to-day running of the clubs to ensure we offer our members a high quality service.

You will have previous experience in either retail, health & safety, environmental health and education. Previous experience of working with families is desirable. You will have an enthusiasm for delivering high-quality customer service and have a clear understanding of food hygiene standards and procedures. You will have the skills to lead and motivate a team to deliver to targets and will be passionate about supporting members of the community to access low-cost, high-quality food.

The coordinator will have supervisory oversight, in partnership with the regional coordinator and national FOOD manager, including budget monitoring, stock control, recruitment of staff and volunteers, induction and training, supervision and appraisal. You will also collate data to report on KPIs, including uptake of the clubs, service user income, and positive financial impact on families.

Our Values: People Focused, Mutual Respect, Excellence-in-all-we do and a Can-Do attitude.

If you can relate to these and have the necessary skills and attitude, we can offer you:

- A competitive salary, leave entitlement and pension scheme
- Career development opportunities
- A full induction and on going quality training
- The opportunity to become part of Family Action initiatives
- Flexible working hours
- Managed workloads with regular supportive and reflective supervision

**Please email completed applications to: [completed.application13@family-action.org.uk](mailto:completed.application13@family-action.org.uk)**

Please note we do not accept CVs without a completed application form.

**Closing date: Tuesday, 27<sup>th</sup> October @ 9am**

**Interview date: TBC**

Family Action offers good working conditions, a comprehensive training programme and final salary pension scheme. We welcome applications from all sections of the community.