

**FOOD Club Coordinator, FOOD Clubs**

**Based in Hertfordshire – Crossbrook FOOD Club Cheshunt**

**7 hours per week (part-time, 1 day per week on Saturdays)**

**Grade 2 (upper) point 16-19: £24,004 - £26,439 FTE (£4,541.30 - £5,001.97 pro rata per annum)**

**Temporary Contract: until 31 December 2024, with possibility of extension**

**Are you a self-motivated, innovative team player, who is solution focused and passionate about making a difference? Do you have an excellent track record of retaining and delivering excellent operational services? If so, we want to hear from you.**

At Family Action we transform lives by providing practical, emotional and financial support to those who are experiencing poverty, disadvantage and social isolation. We have been building stronger families since 1869 and today we work with more than 60,000 families in over 150 community-based services, as well as supporting thousands more through national programmes and grants.

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 manager and national FOOD Club manager, including budget monitoring, stock control, recruitment of staff and volunteers, induction and training, supervision and appraisal.

We are committed to Equality, Diversity & Inclusion in all that we do and welcome applications from all sections of the community. We particularly welcome applications from Black, Asian and minority ethnic candidates, LGBTQIA+ candidates and candidates with disabilities because we are committed to increasing the representation of these groups at Family Action. We know that greater diversity will lead to even greater results for families and children and strive for our workforce to be truly representative of the diverse communities we support. We offer a guaranteed interview scheme for disabled applicants and will reimburse your travel cost if you attend an interview.



## What will we offer you?

We'll offer you a generous pension scheme and leave entitlements, eye care vouchers, a cycle to work scheme and other great benefits. All roles in Family Action are open to a discussion about possible flexible working options, subject to business needs, and all new starters will have the right to make a flexible working request from day one of employment. We have an excellent wellbeing offer and we will invest in your professional development with on-going quality training and career development opportunities. You'll join an established, supportive and high-performing service and have the opportunity to thrive in an innovative organisation that values your opinion, encourages learning and has the needs of children and families at its core.

We are forward looking, ambitious and committed to continuous improvement. We are a **people focused, can-do** organisation, which strives for **excellence** in all we do and operates with **mutual respect**. If you share these values and behaviours and have the necessary skills then we look forward to hearing from you.

**For an application pack and further information please visit:**

[www.family-action.org.uk/get-involved/work-us/current-vacancies/](http://www.family-action.org.uk/get-involved/work-us/current-vacancies/)

**Please email completed applications to:** [completed.application28@family-action.org.uk](mailto:completed.application28@family-action.org.uk)

**Closing date:** Wednesday 11<sup>th</sup> October 2023 at 9:00 am

**Interview date:** Wednesday 18<sup>th</sup> October 2023

For direct queries with the hiring manager, please email: [michael.cowieson@family-action.org.uk](mailto:michael.cowieson@family-action.org.uk)

Appointments are subject to Family Action receiving a satisfactory disclosure from the Disclosure and Barring Service.

**ID: 979**