Project Foodhall CIC - Events Organiser Job Description

Job title: Outreach and Wellbeing Organiser

Hours: 25 hours per week (we will consider a job share for the right candidates)

Contract: 1 year, with possibility of extension
(1 months trial period for both you and Foodhall to get to know each other)

Salary: £25,000 pro rata (£16,333 pro anum if 25 hours)

Location: 121 Eyre Street, Sheffield, S1 4QW

Start date: February 2020

Holiday allowance: 21 days pro rata, excluding bank holidays

Other benefits: pension enrollment, flexible working hours, food safety training & first aid certification, a supportive & friendly working environment

About Foodhall

Foodhall is a multi-award-winning open public dining room and kitchen at the heart of Sheffield city centre. Managed by the community, for the community, we tackle social isolation and encourage integration across a diverse range of groups using surplus food and social eating.

We began as a volunteer run surplus food cafe back in 2015, running lunch clubs 3 times a week for the people of Sheffield on a ‘contribute what you can basis’. Since then, our community has grown to over 60 active volunteers who contribute their time cooking, crafting, cleaning, chatting, and more, seven days a week throughout the year.
Right now Foodhall is at an exciting turning point. Everything we have achieved so far has been done through the hard work of committed volunteers and some small pots of funding along the way. Recent funding awarded by the Big Lottery Community Fund has given us the opportunity to employ new part time positions to help us take our project to the next level.

Foodhall is looking for hardworking, community minded people to fill these spaces. We need people who believe in the need for more public spaces created equally for all of society, and are passionate about tackling social isolation. Motivation and dedication are more important to us than experience.

At Foodhall we maintain that there’s no one person in charge, and that responsibility for the success of the project is the shared responsibility of everyone, paid staff members and volunteers.

We aim to have an equitable system of employment, where everyone paid by the organisation is equal. This is on the basis that no one role is more or less important than another.

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**Job Role & Responsibilities**

Foodhall Project works cooperatively and uses consensus to make key decisions. No one person is ‘in charge’ of another. Paid staff take responsibility for holding each other to account and ensuring everyone is getting on, as well as reporting back to the community and volunteers.

The Welfare & Coordinator role is a brand new role for the project, and is key to coordinating existing ways the project acts in the health and wellbeing interests of the wider Foodhall community (including volunteers and users).

- Lead on identifying key health & wellbeing issues within our geographical area, and suggest ways in which the Foodhall project can build activity
- Design and lead health and wellbeing programmes in response to the needs of the community, and ensure they are delivered in line with community feedback.
- Take a creative lead on progressive research on holistics and alternative wellbeing, evaluating and promoting the impact.
• In collaboration with the Volunteer Coordinator, support the wellbeing and necessary training of volunteers in the project
• Develop partnerships within the Health and Wellbeing Sector, such as community organisations & charities, to increase awareness of and access to Foodhall’s activities.
• Identify available funding to support health and wellbeing activity, and advocate on behalf of Foodhall on local health and wellbeing issues.
• Lead on implementing Foodhall’s social & environmental impact assessment, including the gathering of end user and activity data, and the production of reports.
• Additional tasks and responsibilities for the wider project as they arise.

Person Specification*

*when applying, please include examples of how you meet all essential criteria, and as many desirable criteria as possible.

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<th>Specification</th>
<th>Essential</th>
<th>Desirable</th>
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<td>You are able to work well in a team, considering the opinions and wishes all lots of different groups – including volunteers, users, other paid staff, funders and supporters.</td>
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<td>You work well on your own initiative and don’t need much guidance to be able to complete tasks and stay focused.</td>
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<td>You are able to inspire other people and motivate them to achieve goals.</td>
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<td>You can prioritise important tasks, making fair decisions about what projects need to be focused on in order for Foodhall to achieve its overall aims.</td>
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<td>You are compassionate and empathetic to the situation of others. You can work effectively with people from other backgrounds and bring people together despite perceived differences.</td>
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<td>You are an advocate of mutual aid, and believe in</td>
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bettering the health and wellbeing of people and communities through creativity, social participation, and progressive systems of welfare and wellbeing provision.

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<th>You have dynamic and creative responses to issues of wellbeing and health, and are alert to new horizons and innovations in the field.</th>
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<td>You have a working knowledge of current health and wellbeing issues, and are motivated to improve the lives of people in the City of Sheffield.</td>
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<td>You have produced quantitative and qualitative reports assessing the impact of a project or organisation.</td>
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<td>You have coordinated groups of volunteers or other teams.</td>
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<td>You have a working knowledge of funding opportunities to support health and wellbeing projects.</td>
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<td>You have experience working with different groups, charities or other organisations to co-develop health and wellbeing programmes.</td>
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<td>You understand different tools for measuring the social and environmental impact of projects.</td>
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<td>You have designed and led health and wellbeing activities before. With a focus on one or more of the following groups; persons experiencing mental health difficulties, asylum seekers, the elderly, the homeless or rough sleepers, refugee communities, long term unemployed people and those on universal credit.</td>
<td>✓</td>
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**How to Apply**

To apply, please provide answers to the four questions below and send a copy of your CV (no larger than 2 sides) to jobs@foodhallproject.org. A strict word count is applied to your responses, please do not exceed the limit. You will receive an email receipt of
your application within 24 hours. The deadline for applications is 17:00 on 17th January 2020.

1. Why do you want to do this role? What is it that motivates you to apply to work at Foodhall? (250 words max)
2. Using the essential and desirable criteria, please explain what relevant experience you have for this role and how it might benefit Foodhall Project. (800 words max)
3. Thinking about your own approach to work, when and how do you produce your best results and how do you work cooperatively to achieve them? (250 words max)
4. Focusing on Sheffield, how might your role offer solutions to one or more of the following issues: social inequality, social isolation, food surplus, food insecurity. (500 words max)

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**Notes on the application process**

We welcome applications for anyone, regardless of education or background. Therefore if you find reading and writing difficult and would like help understanding this job description you can send an email to jobs@foodhallproject.org.

Whilst we hope you take care over your application, if English is not your first language or you find it difficult to write please mention this on your application. We will not mark you negatively for spelling or grammar errors.

Following your application for this role a small group of long standing Foodhall volunteers will review your application - personal details will be redacted to avoid unconscious bias. If you are successful we will invite you to interview the week beginning 3rd February. Following this you may be asked to complete a day volunteering during a Foodhall cafe day or event (expenses paid).