Project Foodhall CIC - Events Organiser Job Description

Job title: Events Organiser

Hours: 25 hours per week (we will consider a job share for the right candidates) Some evening & weekend work

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 and food insecurity. 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.

---

**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 Events Organiser role is a key role in the project. This role will need to find exciting ways to increase trading income for Foodhall, through events, activities and private hires of our space.

- Programme a varied and diverse range of events & activities which represent the equally diverse community present at Foodhall.
- Work with paid staff and volunteer working groups to programme, staff, and organise events.
- Seek to involve further community groups and people in Sheffield to use our space and run their events here.
- Programming events in collaboration with other Sheffield festivals and events e.g. Migration Matters, Doc/Fest, Festival of the Mind, No Bounds Festival, SheFest etc.
- Developing the commercial arms of events at Foodhall, pursuing private hires, catering, and other potential income streams.
- Ensuring the comprehensive promotion and publicity of all events at Foodhall across a range of channels.
- 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.

<table>
<thead>
<tr>
<th>Specification</th>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<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>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>You work well on your own initiative, and can be self directed to to complete tasks and stay focused.</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>You are able to inspire other people and motivate them to achieve goals.</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<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>
<td>✓</td>
<td></td>
</tr>
<tr>
<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>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>You have successfully organised large and small scale events</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>You are commercially minded, and enjoy working to reasonable financial targets.</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>
You have coordinated groups of volunteers or other teams. ✓

You have experience successfully marketing events to different groups of people using different channels (not only social media). ✓

You can work well with a variety of different external partners (e.g. community groups, universities, and private clients) to understand their needs, and develop long term partnerships. ✓

You can stick to tight budgets, and carry out events which are financially viable. ✓

You have a good understanding of Sheffield culture; including other DIY spaces, commercial venues, community arts groups, and festivals/events. ✓

You have previously managed venues before, and understand how to manage a PA system and lighting rig. ✓

You can show keen aesthetic judgement to ensure space layout, lighting and arrangement matches the qualitative expectations of the group and the Foodhall project. ✓

You have worked in arts organisations or similar, and understand the process of applying for and reporting on Arts Council grants ✓

---

**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.

*Important: please send both your CV and questions responses as PDF files only.*
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)

**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).