

# Job Description

<b>Role Profile</b>	MUL006
<b>Service/Team</b>	_ Community Engagement and Partnerships
<b>Reports to</b>	_ Community Initiatives Manager
<b>Responsible for</b>	_
<b>Number of posts</b>	_
<b>Post number</b>	_ 113352
<b>Career Grade</b>	_

**My job improves the quality of life for the people of Bournemouth Christchurch and Poole** by enabling those most vulnerable in our community to have knowledge of and be able to access community food support, so that everyone in the area is able to feed themselves and their families nutritious food all of the time.

## Job Overview

The Community Food Coordinator facilitates the work of the Access to Food partnership across Bournemouth, Christchurch and Poole.

This role works closely with a range of partners, who have a shared vision to enable people to feed themselves and their families nutritious food, all of the time. The network includes a range of community food support such as foodbanks, community fridges, social supermarkets and pantries, community meals, as well as building skills through growing and cooking projects.

This post will provide maternity leave cover for the Community Food Coordinator that is based within the Council team but works closely with a steering group to deliver an action plan through a range of activities. The focus is on empowering, enabling and supporting local communities.

This is a fixed term post for 12 months for family leave cover.

## Key Responsibilities

- Establish links with community groups and organisations, and build relationships with them to encourage greater partnership and to promote opportunities.
- Working together with partners to deliver against the action plan and key priorities.
- Create and co-ordinate community partnership projects and initiatives to increase community participation and help those struggling with food insecurity.
- Organise community and partner events and activities to encourage community and partner involvement; to share knowledge and enable collaboration through the BCP Access to Food partnership.
- Produce communications and marketing materials to promote greater awareness and community engagement so that those who need support receive it when and

where they need it. This includes keeping the Access to Food map updated; creating regular newsletters and sharing information through communication materials and platforms.

- Support the network through partner resources, such as training and promoting funding opportunities.

### **Specific Qualifications and Experience**

- Educated to Diploma level or equivalent experience.
- Experience in community engagement and community based work.
- Experience in communications and marketing activity.
- Experience of co-ordinating projects and events.
- Knowledge of community and third sector local organisations.
- Knowledge of grant and funding opportunities.
- Confident in ICT including Excel, Word, Outlook, social media and other programmes relevant to the role.

### **Personal Qualities & Attributes**

- Able to influence, persuade, and engage with people using empathy.
- Able to build supportive, positive and trusting relationships with others
- Able to plan and organise own workload in an environment of change and where there are competing demands
- Able to use effective interpersonal skills to develop solutions to a range of problems
- Able to resolve any barriers to collaborating with others by communicating openly and challenging unhelpful behaviour
- Appreciate diversity in both customers and colleagues and consider their specific needs

### **Job Requirements**

- Must be able to travel, using public or other forms of transport where they are viable, or by holding a valid UK driving licence with access to own or pool car.
- You will be based at the Civic Centre and be out and about meeting with community partners. There is also the opportunity for some remote/home working.

This job description is not exhaustive and reflects the type and range of tasks, responsibilities and outcomes associated with this post.