

Good Food Box Coordinator at Granville Community Kitchen Job Description and Person Specification

Hours: 20hrs a week

Duration: 1 year with potential for extension subject to future funding and financial health of the veg box scheme.

Rate of pay: £13 per hour

Application deadline: 9am Monday November 1st 2021

Interview date: Thursday November 11th 2021, in person at The Granville (140 Carlton Vale, NW6).

Responsible to: Members of the Good Food Box team, Project Coordinator and Coordinators of Granville Community Kitchen

Responsible for: Members of the Good Food Box team

Location: Working remotely, out of The Granville (140 Carlton Vale, NW6), and in and around the South Kilburn community.

About Granville Community Kitchen:

Granville Community Kitchen (GCK) is a community-led initiative developing a food hub to enable the South Kilburn community to access healthy, affordable and sustainable food through a variety of food related activities. The organisation teaches good food cookery and food growing skills, produces locally grown produce with volunteers, provides low cost and free community meals in non-covid times, runs a food aid scheme, promotes health and wellbeing and community cohesion, and runs a weekly economically accessible veg box scheme, the Good Food Box. This is an exciting time for GCK with a number of exciting new projects started in the last 12 months, and a number more on the horizon for the next 2yrs. In the last year GCK has grown significantly (in terms of projects, staff and turnover).

Our innovative sliding scale priced veg box scheme, The Good Food Box, was launched in October 2020. One of the first of its kind in the UK, the Good Food Box aims to make good (healthy, nutritious, culturally appropriate and sustainable) food accessible to all in and around the South Kilburn community irrespective of background and ability to pay. One of the main ways we do this is by charging people according to how much they can afford through a tiered pricing model. We have spent the last year trialing the project, finding our feet, building our systems and building a team up to run this project. We are now pleased to be advertising for a Good Food Coordinator, to take the veg box scheme on it's next stage of development.

Overview of the Good Food Box Coordinator Role:

As our Good Food Box Coordinator you will be responsible for leading the growth and development of the Good Food Box, as well as maintaining oversight over the whole Good Food Box project. This is an exciting and varied role which requires a rich skill-set and enthusiasm

from the person who takes it on. Your role will involve publicity and promotion, communications with our members, operational systems development, liaison with community partners, using financial systems and developing budgets, and strategically managing the Good Food Box's growth.

Main responsibilities:

- Marketing and promoting the veg box and supporting our growth to 100-150 members
- Expanding our reach into more neighbourhoods through the development of a network of community-based pick up points
- Working with, supporting and coordinating our Good Food Box team (this includes our Orderer, our Pack Coordinator and our Promoter)
- Managing our email account and member management systems
- Working with our project coordinator, book-keeper and accounts person to maintain an overview of the Good Food Box finances and budgets
- Developing our operations systems along with members of the Good Food Box team.

Person Specification:

This job requires someone who is adept at working with a diversity of people and organisations, and is passionate about the success of community food projects. The ideal candidate would be a strong communicator, with experience of marketing or promotion through a range of communication channels. In addition, they would be a motivated individual who brings energy and creativity to the post. Relevant experience is far more important to this role than any specific education or training. This job would be particularly suited to someone with experience of being involved in other start up enterprises. Please consider applying for the post if the work of and the values behind Granville Community Kitchen and the Good Food Box align to your own. Whilst we are keen to have someone start quickly in this position, we are more keen to make sure we have the right person in post, and will therefore delay the start date for the right candidate if they are unable to start quickly.

Essential

- Enthusiasm for the Good Food Box and its objectives, with the ability to demonstrate how your own values align to these.
- Experience of the start up, early stages or a growth point of a small project or enterprise, and enjoyment of this stage of growth. (Please provide links in your application to the projects you've been involved in).
- Experience of marketing, promotion or campaigns.
- Some knowledge relating to managing budgets and finances
- Good written and verbal communication skills.
- Strong organisational and administration skills including an ability to prioritise.
- Ability to work remotely, with access to a computer.
- Strong IT skills - spreadsheets, emails, online forms and systems.
- Experience of working with diverse and marginalised communities.

- The ability to develop work plans, monitor progress, self manage, and work autonomously where necessary
- A passion and belief in all individuals' rights to good food.

Desirable

- Existing links, or experience working, in the South Kilburn community
- Experience of writing press releases, developing content for websites and managing social media accounts
- Experience of designing promotional and marketing material
- Experience of coordinating sustainable, healthy, and community focused food projects.
- Experience of working in communities with a wide variety of languages spoken, working to communicate around potential language barriers.
- Experience of grassroots community based work.
- Experience of the development of cross-community partnerships.
- Knowledge of foods from different cultures.

Where you feel you have other relevant skills, knowledge and experience, please let us know in your application.

To apply for this position please send your CV and a statement (video or written) that outlines how you meet the above person specification. Please email this to Beth@granvillecommunitykitchen.org.uk by Monday November 1st 2021.

Please note that the interview date for this role is set as Thursday November 11th 2021, and interviews will take place in person at The Granville (140 Carlton Vale, NW6).

Granville Community
KITCHEN