

Good Food Box Coordinator at Granville Community Kitchen

Job Description and Person Specification

Hours: 24hrs a week

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

Rate of pay: £15 per hour

Application deadline: 2nd January 5pm

Interview date: Monday 13th January 2025

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, volunteers for Good Food Box

Location: Working remotely, in person and in and around the South Kilburn community.

Start date: 1st Feb 2025 or asap

About Granville Community Kitchen:

Granville Community Kitchen (GCK) is a community-centred 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 cookery and food growing skills, produces locally grown produce with volunteers, free community meals, runs a food aid scheme, promotes health and wellbeing and community cohesion. This is an exciting time for GCK with a number of exciting new projects started and in the last few years 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, 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 four years building our membership (we now have 50 members), streamlining our systems, promoting the scheme and building a team of Good Food Box Coordinator, Produce Orderer and Outreach/Promoter to run this project. We are looking for someone to now take over the role of Good Food Coordinator and take the project to the next stage by growing the membership.

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 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, communication 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:

- Day to day running of the veg box scheme including managing the database of current members, processing new signups, issuing refunds and weekly paperwork for the box pack
- Marketing and promoting the veg box and supporting our growth through the creation of a sales and marketing strategy and implementing this
- Working with, supporting and coordinating our Good Food Box team (this includes our orderer/veg pack coordinator and our promoter)
- Managing our email account and member management systems
- Working with our GCK project coordinator, book-keeper and accounts person to maintain an overview of the Good Food Box finances and budgets
- Developing/tweaking our operations systems along with members of the Good Food Box team
- Fundraising and reporting to funders
- Attending events in person and online where relevant to the promotion, running and growth of the Good Food Box
- Attending twice monthly GCK meetings and being part of organisational development
- Expanding our reach into more neighbourhoods through the development of a network of community-based pick up points

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 sales, 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 and feels comfortable with sales and marketing. 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

- 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).
- Enthusiasm for the Good Food Box and its objectives, with the ability to demonstrate how your own values align to these.

- Experience of marketing, promotion, sales 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.
- Able to work as part of a team with oversight of the project and comfortable working within a flat structure.
- Ability to work remotely, with access to a computer.
- Able work in and around South Kilburn promoting the scheme, attending meetings and attending and covering the Good Food Box pack where needed
- Strong IT skills - spreadsheets, emails, online forms and Google 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, knowledge, or experience working in the South Kilburn community
- Experience working in social enterprise or business development and strategy
- Experience of writing press releases, developing content for websites and managing social media accounts
- 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. If you want to find out more or have any questions before applying please feel free to email us and we can arrange an informal chat. Please email your application to goodfoodbox@granvillecommunitykitchen.org.uk by 2nd January at 5pm

Please note that the interview date for this role is set as 13th January and interviews will take place in person in Lonsdale Road, NW6

Granville Community
KITCHEN