

## **SOIL ASSOCIATION JOB DESCRIPTION**

**JOB TITLE:** FOOD FOR LIFE REGIONAL CO-ORDINATOR – North East

**RESPONSIBLE TO:** FOOD FOR LIFE NORTHERN MANAGER

**KEY RELATIONSHIPS:** FOOD FOR LIFE DIRECTOR  
FOOD FOR LIFE EDUCATION DEVELOPMENT CO-ORDINATOR  
FOOD FOR LIFE POLICY & COMMUNICATIONS MANAGER  
SCHOOL MEALS POLICY ADVISOR  
FOOD FOR LIFE PARTNERS  
FOOD FOR LIFE GRANTS OFFICER

### **JOB PURPOSE:**

- To manage the Food for Life (FFL) partnership programme in the North East region.
- To work with 20 flagship communities and schools to improve the knowledge and consumption of healthy and sustainable food and encourage the FFL partnership approach to be adopted by other schools and communities in the region.
- To act as the first point of contact regarding the FFL partnership programme for schools, caterers, producers and others, and ensure that regional stakeholders are engaged in and value the FFL partnership programme.
- To report on the outcomes of the regional programme.

### **KEY RESPONSIBILITIES:**

#### **Project management**

- To work with partners to set up and manage the FFL partnership portfolio projects for the North East region.
- To act as the first point of contact for FFL partnership activity and the flagship communities in this region.
- To oversee the recruitment process of 20 flagship communities in the North East region.
- To develop and oversee the delivery of a FFL partnership action plan for each flagship community, with input from all partners.
- To manage the input of partners and other Soil Association employees, as required.
- To organise and chair monthly conference calls with regional partners.
- To administer the FFL partnership budgets for the flagship communities and schools.
- To work with flagship communities and the FFL Policy & Communications Manager to develop regional case studies.
- To source and arrange appropriate training for cooks in regional clusters.
- To organise school visits and/or trouble-shooting visits with the Health Education Trust and the School Meals Policy Advisor.
- To manage the reporting of outputs and ensure that the information is recorded to enable correct and robust monitoring and reporting.

#### **Regional stakeholders**

- To act as the regional spokesperson for the FFL partnership programme as required by the FFL Director and other partners.
- To maintain positive working relationships with key regional stakeholders, ensuring regular and effective communication.
- To ensure that the regional FFL partnership programme is seen as a key resource for the region and seed funds other regional resources and activities as appropriate.
- To work with the FFL Policy & Communications Manager and other partners to identify and run best practice seminars in the region.
- To promote the FFL partnership School Mark to regional caterers and schools.

### **Manage supply chain contracts**

- To oversee supply chain contracts for each of the flagship communities.
- To manage relationships with schools, caterers and procurement professionals, in liaison with supply chain consultants, to support the development of supply chain action plans for flagship communities.
- To work with supply chain consultants to identify key opportunities for supply chain development with flagship communities and local producers.
- To identify other opportunities in the region and refer to the FFL Policy & Communications Manager as appropriate.

### **Manage and co-ordinate Soil Association education activity in the region**

- To manage the delivery of workshops, farm visits, training events and community events, using appropriate sub-contractors.
- To work with the Soil Association to establish at least one new demonstration farm.
- To work with partners to deliver INSET days for teachers, ideally linking into current meetings such as Healthy Schools and head teachers.

### **Spread to the community**

- To support flagship schools to organise community events to help improve their local food culture, involving local farmers, bakers, market holders and others as appropriate.
- To oversee food events for flagship communities, such as food festivals, food week and food fetes.
- To assist flagship schools in inviting senior citizens, parents and other community members to lunch.
- To encourage and support schools and communities in engaging with the annual Organic Fortnight.
- To organise sub-regional FFL partnership events with local communities and farms.
- To signpost schools to local box schemes and other local food initiatives.

# SOIL ASSOCIATION PERSON SPECIFICATION

**JOB TITLE:** FOOD FOR LIFE REGIONAL CO-ORDINATOR – North East

## **Education & Qualifications**

- Educated to degree level or an equivalent farming related qualification

## **Experience – essential**

- Substantial project management experience
- Experience dealing with schools or caterers
- Sound knowledge of education and/or catering and sustainable food procurement
- Budget management
- Managing complex partnerships
- Acting as a spokesperson

## **Experience – desirable**

- Sound understanding of food and farming and nutrition
- Community development or project worker experience
- Teaching or catering experience
- Experience of working with local and organic food development

## **Skills**

- Strong interpersonal and customer services skills
- Excellent partnership development skills
- Confident and clear public speaker
- Facilitation skills and group work
- Computer literate – MS Office and relational databases
- Strong organisational skills
- Excellent communication skills – written and spoken English

## **Personal Attributes**

- Meticulous, with good attention to detail
- Practical, creative, problem solving attitude
- Personable, friendly and enthusiastic
- Diplomatic
- Organised and efficient
- Able to prioritise and keep to deadlines
- Strategic thinker
- Independent worker, but also works well within a team
- Empathy with aims and objectives of the Soil Association and the Food for Life partnership

## **Other**

- Full driving licence, ideally with access to a car

## **CONDITIONS OF EMPLOYMENT:**

Full time position, home-based in the North East region, with regular travel throughout the region, working up to five days a month away from home.

Fixed term contract until December 2011.

Office hours are 9.00 a.m.– 5.30 p.m., Monday to Friday with one hour for lunch.

27 days' holiday per annum, rising to 30 days after 5 years' service – ideally to be taken during school holidays.

Salary circa £26,000 per annum (salary grade 5), subject to qualifications and experience.

Contributory pension after three months' service.