

Dear Applicant

Project Manager – fixed term post

Please read the Job Description and Person Spec and complete the application form.

The closing date for applications is **5pm on Tuesday 18th August**. Applications should be emailed to info@bhfood.org.uk.

Shortlisted candidates will be contacted by Friday 21st August if you have not heard from us by this time you will not have been shortlisted. Apologies but due to capacity issues we will not be able to provide feedback to people who haven't been shortlisted.

Interviews will take place via zoom on Thursday 27th August.

Please note that due to funding this role is initially offered on a fixed term contract basis to 30th April 2021 however there is a possibility of an extension if fundraising is successful.

Please note because of the short- term nature of this post we are looking for someone who can start asap and at the latest by the 1st October 2020.

Thank you for your interest in working for the Food Partnership.

Vic Borrill
Director

**BRIGHTON & HOVE FOOD PARTNERSHIP
JOB DESCRIPTION**

Job title: Project Manager

Location: Community Base, 113 Queens Road, Brighton BN1 3XG

Although due to Covid-19 staff are currently mainly home working as and when guidance changes this role will be based at our office in central Brighton. As the role supports an EU funded programme of work with partners in France and Belgium this role could also involve occasional travel to these countries (possibly 2 trips with overnight stays during this contract – again this is subject to Covid-19 rules)

Post Term: Initially fixed to 30th April 2021
Currently funding for this role is in place to this date, however there is a possibility of an extension if fundraising is successful

Please note because of the short- term nature of this post we are looking for someone who can start asap and at the latest by the 1st October

Salary / hours: Full time post 37.5 hrs per week usually worked Monday to Friday (worked flexibly around core hours of 10-4). Willingness to work evenings and weekend occasionally (time off in lieu will be given).
Salary £28,500 pa

Pension: BHFP operates a pension scheme under automatic enrolment whereby the employee pays 4% of their salary and BHFP pays a 3% contribution.

Annual leave: There is a paid annual leave entitlement of 2 days per month plus bank holidays.

Post Holder Reports to: This role is line managed by the Director.

Post Holder Line Manages: This role will initially manage 3 people (although this may change).
Development Worker, Project Support (x2)

Brighton & Hove Food Partnership

The Brighton & Hove Food Partnership (BHFP) is a not for profit organisation working for a healthy, sustainable, fair food system for the city. We believe all residents should be able to enjoy food that is good for health, respects environmental limits and supports a vibrant farming and food economy. We provide leadership and co-ordination for the city's food strategy 'Spade to Spoon: Digging Deeper', we campaign on

Last updated 24.07.2020

local and national food issues, support community food groups and work face-to-face with people on cookery and nutrition, food growing and food waste reduction.

More information www.bhfood.org.uk

This role will work on / manage four areas of our work.

- **The Food Strategy Project.** The food strategy team is responsible for policy, strategy and partnership work including our nationally recognised work to address food poverty, work to improve the quality of food served in public institutions such as schools, universities and hospitals, and co-ordination of the city's application for a [Sustainable Food Places](#) Gold Award. This post will require close working with the Policy and Partnerships Manager and involve liaising with a wide range of external organisations (community, statutory and business). You will lead on our work on procurement. If we achieve Gold Sustainable Food Places Status you will be responsible for organising an event (probably an online day of action) in Jan 2021 to celebrate this.
- **Community Food Project Support** Working closely with the Development Officer this element of our work involves supporting community food projects (gardens, food banks, shared meal settings and community composters) by providing training, networking and support with accessing funding and managing volunteers.
- **The Interreg 2 Seas Flavour Project.** This project brings together organisations from France, Belgium and Sussex that work to intercept and redistribute surplus food. There are three key strands to this project – a programme of training, co-ordinating the Surplus Food Network, and pilots to create products with surplus food that cannot be redistributed to extend shelf life.
- **Food Use Campaign.** The goal of the campaign is to reduce food waste by moving away from the current situation where we 'deal with the problem of food waste' to one where we 'promote food use'. By reframing food waste, working with existing and new partners to build momentum and following the food waste hierarchy (reduce, reuse, redistribute and recycle), we believe we can become a city of food use, and in doing so help to meet both the city's carbon neutral targets and the Sustainable Development Goal to halve food waste by 2030. You will lead on work to mobilise partners to take actions as part of the campaign working closely with the Senior Manager and Communications Officer.

The post holder will be expected to be flexible and committed to the work of the Food Partnership.

Main Duties:

1. For each of the above-mentioned areas of work the Project Manager has the following responsibilities:
 - To manage, empower, motivate and develop staff and volunteers
 - To develop and managing project plans, setting delivery milestones and ensuring that up-to-date and accurate records are kept
 - To ensure that funding and monitoring reports are submitted on time (please note that the Flavour project is an EU 2 seas funded project and therefore has detailed monitoring and reporting requirements and this role will be responsible for submitting claim data / financial reports)
 - To build effective partnerships with external organisations at a local, regional, national and European level
 - To communicate about the work including producing content for print, web and social media
 - To work with staff, volunteers and stakeholders to evaluate performance and identify areas for improvement
 - To manage projects within set budgets

Last updated 24.07.2020

- To work with team members to secure funding and resources for ongoing work.
- 2. As a Manager within the Food Partnership this role will take on some responsibilities for updating organisational policies and co-ordinating whole organisation learning and training
- 3. At all times to maintain the complete confidentiality of the material and information possessed and adhere to the policies and legislation regarding data and information security and confidentiality as required by the nature of the job.
- 4. To comply with Food Partnership policies, work to our values and demonstrate on-going continuous development.

The list of responsibilities in the job description should not be regarded as exclusive or exhaustive. As a term of your employment you may be required to undertake various other duties within the scope of your role. Your duties will be as set out in the above job description but please note that the Food Partnership reserves the right to update your job description from time to time to reflect changes in your job. You will be consulted about any proposed changes.

Communications and working relationships

1. Regular supervision sessions and appraisals with line manager
2. Operate as a member of the Food Partnership Team
3. Attend Food Partnership Team Meetings and all staff training and development events
4. Attend external meetings

PERSON SPECIFICATION

Post: Project Manager

Essential	Desirable
Experience <ul style="list-style-type: none">• Experience of managing a team of staff and/or volunteers including setting workplans, giving feedback on performance and supporting individuals and teams to achieve goals• Experience of collaborating and working in partnership with different types of organisations• Experience of managing a budget (this role will have approx. £20,000 a year delegated budget).• Project Management experience (set up, delivery and review)	<ul style="list-style-type: none">• Experience of working / volunteering for a food organisation• Experience of having worked on an EU or international project• The main language of the Flavour project is English however conversational French or Flemish would be helpful in communicating with partners• Experience of running a campaign including developing campaign messages and materials
Skills / knowledge <ul style="list-style-type: none">• Strong interpersonal and communication skills and confidence in dealing with a wide range of people at all levels• Excellent levels of accuracy in data entry and record keeping	<ul style="list-style-type: none">• An understanding of the challenges and complexities around food waste reduction• Knowledge around a community development approach that embeds an ethos of working with people and communities to create their own solutions
Abilities / competencies <ul style="list-style-type: none">* An ability to collaborate well with colleagues and inspire a can-do attitude* Commitment to the aims and value of the Food Partnership* Proactively promotes equality and diversity in all aspects of the work	