

Job Description - Development Worker (Community Food)



Responsible to	Community Food Team Manager
Salary	£28,929 pro rata + 6% contribution to pension scheme
Hours of work	0.5 full time (17.5 hours per week)*
Place of work	Greener Kirkcaldy's base at 8 East Fergus Place, Kirkcaldy
Contract	Fixed term until 31 st March 2026 (with possibility of extension, subject to funding)
Holiday	33 days, inclusive of public holidays, per annum pro rata, going up to 37 days after 5 years' service
Requirements	The post-holder will be subject to a Disclosure Scotland check

** Including some evening and Saturday work. Greener Kirkcaldy has a flexible working policy. We would consider requests to work fewer hours, or to job-share.*

About Greener Kirkcaldy

Greener Kirkcaldy is a community-led charity working locally to bring people together, take positive action on the climate emergency and support people through fuel poverty and food insecurity.

Based in the heart of Kirkcaldy – with a community building, training kitchen, bike shop and garden – we carry out activities across Kirkcaldy and work with partners to deliver projects across Fife.

We want our town to be a good place to live and work. We believe in a future where everyone has a say in what happens locally, people are working together to protect our environment and those in hardship are supported to live well. That includes our staff and volunteers.

Working at Greener Kirkcaldy involves being part of a positive, collaborative and social team. Our culture is really important to us. We promote equality, diversity and

openness. We have a strong focus on staff wellbeing and development and encourage staff initiative and ideas.

We support all our staff with flexible and hybrid working, generous holidays, enhanced maternity, paternity and sick pay, lots of wellbeing, training and development opportunities (and social events!)

We want Greener Kirkcaldy to be an inclusive and diverse charity where everyone feels supported, valued and able to be themselves. We take part in Fife Centre for Equalities' Equality Pathfinders programme. We also take part in the Race Equality Environmental Programme facilitated by CEMVO Scotland. Our [Equalities Action Plan](#) sets out the steps we are taking to improve diversity and inclusion.

To achieve our vision of Kirkcaldy as a greener and fairer place to live, we need a diverse team. We encourage applications from people of any background. We know that in our sector we particularly lack staff and volunteers with Minority Ethnic backgrounds and disabled people. If you identify as Minority Ethnic and/or disabled, we are particularly interested in receiving your application.

Please contact Office Manager, Dianne Girvan, on dianne@greenerkirkcaldy.org.uk to discuss any additional support you may need to complete your application or take part in the recruitment process.

Job purpose – Development Worker (Community Food)

Greener Kirkcaldy is a community-led charity and social enterprise, working on a local scale to benefit people and our environment. We run a wide range of projects: tackling climate change and social injustice and bringing our community together.

Our community training kitchen, The Lang Spoon Community Kitchen, is a place for people to come together to cook, eat and learn. It offers training, volunteer and work experience opportunities, community cooking classes and a wide range of events, courses and workshops on all aspects of food and drink.

We run a regular community meal, a community fridge and range of activities for different groups, interests and demographics. This includes projects teaching people skills to cook on a budget, workshops promoting climate-friendly food, employability programmes, kids clubs and income-generating social enterprise classes. We also have a small kitchen garden, growing fresh ingredients.

Working as part of the Community Food Team, you will play a key role in running a vibrant and busy community kitchen and delivering a varied programme of community events and activities. You will develop and deliver community classes, events and training and support a small team of volunteers to gain skills and experience delivering

community food activities.

You will share your knowledge and skills with a range of audiences, including community groups, beginners and more experienced cooks wanting to improve their knowledge. You will also contribute to the development of new and enterprising ideas to grow our vision of a place for people to come together to grow, cook, eat and learn.

Specific responsibilities

- Develop and deliver a varied range of activities, including cooking classes, workshops and training, community meals, volunteering opportunities and employability placements
- Support the development and delivery of our community fridge and food waste reduction projects
- Work with volunteers and support their development, skills and confidence
- Contribute to the development and delivery of income-generating social enterprise workshops
- Help develop and coordinate external hiring of the kitchen spaces and prepare for kitchen hires
- Work with local partners and attend outreach events
- Carry out monitoring and evaluation and report on progress
- Support development of systems and procedures
- Work with the Communications Team to promote activities

General responsibilities

- Work as part of the Greener Kirkcaldy team to promote and encourage understanding of environmental issues
- Promote the values of Greener Kirkcaldy when working in the local community
- Comply fully with the organisation ethos, policies and procedures and relevant legislation
- Attend and contribute to team meetings and training courses
- Undertake other duties in line with the job purpose

Person Specification – Development Worker (Community Food)

Qualifications, skills and experience
Excellent people and communication skills
Ability to engage and empower people with different skillsets and backgrounds
Ability to develop new and engaging activities and projects
Good literacy, numeracy and IT skills
Organised, able to work under pressure and plan a diverse workload
Experience of working in a food or cooking role
Experience of working with volunteers
Knowledge
Knowledge of food and food groups
Knowledge of a range of cookery techniques and methods
Personal qualities
A positive, enthusiastic and supportive attitude
Passionate about sharing skills and knowledge about food and sustainable eating
Proactive, self-motivated and able to use own initiative
Flexible and able to adapt according to the needs of the organisation
A willingness for continued learning and personal development
Enthusiastic about engaging people to tackle the climate emergency and/or supporting people in hardship