

# Job Description - Community Food Team Manager



<b>Responsible to</b>	Programme Manager
<b>Salary</b>	£38,313 pro rata + 6% contribution to pension scheme
<b>Hours of work</b>	Full time (35 hours per week) or 0.8 full-time equivalent (28 hours per week)*
<b>Place of work</b>	Greener Kirkcaldy's base at 8 East Fergus Place, Kirkcaldy or hybrid of office and home
<b>Contract</b>	Permanent
<b>Holiday</b>	33 days, inclusive of public holidays, per annum pro rata, going up to 37 days after 5 years' service
<b>Requirements</b>	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](mailto:dianne@greenerkirkcaldy.org.uk) to discuss any additional support you may need to complete your application or take part in the recruitment process.

## **About the Community Food Team**

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. It includes two kitchens:

1. The Lang Spoon Training Kitchen: a fully equipped modern kitchen, set up for people to come to take part in cookery courses and workshops
2. The Lang Spoon Production Kitchen: a commercial kitchen for catering events in our Events Space, or for food producers to hire

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. As well as activities on-site, we deliver events and workshops with groups in other community locations across Fife.

We have an ethical food policy, minimise food waste, and prioritise use of produce that is plant-based, local, seasonal and fresh, or would otherwise be going to waste.

## **Job purpose – Community Food Team Manager**

As Community Food Team Manager, you will lead the development, planning and management of our vibrant and busy community kitchen, ensuring delivery of a varied programme of community events and activities, in accordance with our values, funding commitments and social enterprise aspirations. You will also lead 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, working with the Senior Leadership Team to secure the resources to develop new project ideas.

You will use your leadership skills to manage and support the development of a team of four and ensure our Community Food Volunteers are adequately supported, supervised and celebrated.

You will use your existing knowledge of the local social, political and cultural community food landscape to ensure Greener Kirkcaldy continues to be recognised as an informed, trustworthy and impactful organisation by funders, partners and decision-makers in the sector.

## **Specific responsibilities**

- Provide line management, support and supervision to your team
- Set and achieve targets and outcomes in agreement with the Programme Manager and other colleagues
- Develop and write funding applications, and manage the delivery of several grant-funded projects
- Develop, and oversee delivery of, social enterprise (income-generating) activities
- Ensure outputs and outcomes are delivered in a timely manner
- Coordinate monitoring and evaluation and report on progress, both internally and externally
- Manage delegated budgets
- Liaise and network with funders, partners and other stakeholders, developing positive relationships
- Communicate effectively with other Greener Kirkcaldy teams, particularly the Growing and Nature Project, and external partners to deliver joint projects and activities

- Work with Greener Kirkcaldy's Communications Team to promote activities and campaigns
- Take part in the Greener Kirkcaldy Leadership Forum, participate in other cross-team working groups and contribute to other Greener Kirkcaldy leadership activities, including attending Board meetings, as required.

Lead and support your team to:

- 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, alongside Greener Kirkcaldy's Volunteer Coordinator
- Develop and deliver a range of income-generating social enterprise activities
- Coordinate external hiring of the kitchen spaces and prepare for kitchen hires
- Work with local partners and attend outreach events
- Build their individual knowledge, skills and networks, to support their ongoing development

## **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 – Community Food Team Manager

<b>Qualifications, skills and experience</b>
Excellent people and communication skills
Experience of line management and excellent leadership skills
Ability to engage and empower people with different skillsets and backgrounds
Ability to plan, manage and report on projects
Ability to develop new and engaging activities
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
<b>Knowledge</b>
Knowledge of local and national social, political and cultural food landscapes
Knowledge of social enterprise and relevant methods for generating income
Knowledge of monitoring and evaluation approaches
<b>Personal qualities</b>
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