

Job Description – Community Food Team Manager



Responsible to	Programme Manager
Salary	£39,977 pro rata, plus a 6% employer pension contribution
Hours	Full time (35 hours per week) or 0.8 full-time equivalent (28 hours per week)*
Location	Greener Kirkcaldy, 8 East Fergus Place, Kirkcaldy, with hybrid office and home working
Contract	Permanent
Annual leave	33 days per year, inclusive of public holidays, pro rata, going up to 37 days after five years' service, pro rata, plus five additional days of annual leave (pro rata) over the Christmas period.
Requirement	The post-holder will be subject to a Disclosure Scotland check.

**The role includes some evening and Saturday work. Greener Kirkcaldy has a flexible-working policy and will consider requests for fewer hours or a 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 Operations 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.

About the Community Food Team

The Community Food Team delivers projects that bring people together, tackle climate change and social injustice, and strengthen the local community.

The Lang Spoon Community Kitchen is a welcoming place for people to come together to cook, eat and learn. It provides training, volunteering and work-experience opportunities, community cooking classes, and events, courses and workshops about food and drink. The facility includes:

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

We run a regular community meal, a community fridge and activities for different groups, interests and communities. Our programme includes budget-friendly cooking projects, climate-friendly food workshops, employability programmes, children and family sessions and income-generating social-enterprise classes. We are an approved REHIS Training Centre and maintain a small kitchen garden that supplies fresh ingredients. We also deliver events and workshops with community groups across Fife.

Our ethical food policy prioritises local, seasonal and fresh produce, including ingredients from Greener Kirkcaldy's community gardens. We minimise food waste, promote low-carbon and sustainable food choices and cookery techniques, and embed the human-rights principle of dignity throughout our work.

Job purpose – Community Food Team Manager

As Community Food Team Manager, you will lead the development, planning and management of our busy community kitchen and its varied programme of 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 line manage and support the development of a small team, and ensure our Community Food Volunteers are adequately supported, supervised and celebrated.

A key part of the role is working with your team to ensure high standards of compliance with Environmental Health and Health and Safety Regulations, as well as overseeing the day-to-day management of the Lang Spoon Community Kitchens.

You will use your existing knowledge of the local social, political and cultural food landscape to build effective partnerships and help ensure Greener Kirkcaldy continues to be recognised by funders, partners and decision-makers as informed, trustworthy and effective.

Specific responsibilities

Leadership, planning and governance

- Provide effective line management, support and supervision to the team.
- Lead your team in management of the kitchen and oversee kitchen compliance and health and safety standards, ensuring HACCP, Environmental Health and organisational health and safety procedures are followed.
- Set and agree targets and outcomes with the Programme Manager and relevant colleagues, and ensure they are achieved on time.
- Develop and write funding applications, and manage the delivery of multiple grant-funded projects.
- Develop, and oversee delivery of, social enterprise (income-generating) activities.
- 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 with external partners to deliver joint projects and activities.
- Work with Greener Kirkcaldy's Communications Team to promote activities and campaigns.
- Participate in Greener Kirkcaldy's Leadership Forum, cross-team working groups and wider leadership activities, including Board meetings, as required.

Programme delivery and team development

- 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 the community fridge and food-waste reduction projects.
- Work with volunteers and support their development of skills and confidence, alongside Greener Kirkcaldy's Volunteer Coordinator.
- Facilitate external hiring of the kitchen spaces and preparation for kitchen hires.
- Represent Greener Kirkcaldy at outreach events.
- Support team members to strengthen their knowledge, skills and network for their ongoing development.

General responsibilities

- Work as part of the Greener Kirkcaldy team to promote understanding of environmental issues.
- Represent and promote Greener Kirkcaldy's values in the local community.
- Comply fully with the organisation's ethos, policies and procedures, and with relevant legislation.
- Attend and contribute to team meetings and training.
- Undertake other duties consistent with the purpose of the role.

Person specification

Qualifications, skills and experience
Excellent interpersonal and communication skills.
Strong leadership skills and experience of line management.
Experience of kitchen operations, including HACCP, Environmental Health, and health and safety compliance.
Experience of designing and delivering food, cooking or nutrition workshops and community programmes.
Ability to engage and empower people with a wide range of skills and backgrounds.
Ability to plan, manage, monitor and report on projects.
Ability to develop engaging new events, activities and projects.
Good literacy, numeracy and IT skills.
Strong organisational skills, with the ability to prioritise a varied workload and work effectively under pressure.
Experience of supporting and working with volunteers.
Experience of partnership working.
Experience of working in the community, education or voluntary sector.
Knowledge
Knowledge of local and national social, political and cultural food landscapes.
Knowledge of social enterprise and relevant approaches to generating income.
Personal qualities
Positive, enthusiastic and supportive.
Passionate about sharing skills and knowledge about food and sustainable eating.
Proactive, self-motivated and able to use initiative.
Comfortable working independently and as part of a team.
Flexible and able to adapt to the organisation's needs.
Committed to continuous learning and personal development.
Enthusiastic about engaging people in action on the climate emergency and supporting people experiencing hardship.