



FareShare Job Description - Community Coordinator

Reporting to: FSUK Regional Centre Development Manager

Location: FSUK Regional Centre Territory

Type of work: Regional Centre based*

Employment Type: Full Time (35 hours per week), 3 years fixed term contract

Salary: £19K to £23K dependant on location and experience. (London weighting will also apply for this role with FS London)

Applicants are advised that occasional work may be required in other regions or areas, in addition to evening and weekend working.

About FareShare

FareShare is a unique charity fighting hunger and its underlying causes by redistributing surplus food to hundreds of local charities across the UK. By ensuring good food is not wasted, we turn an environmental problem into a solution. FareShare delivers environmental benefits by reducing food waste while supporting over 9,000 charitable organisations across the UK to feed over 772,000 people every week. Last year this food generated a saving for UK charities of just over £28 million. More information can be found on our website www.fareshare.org.uk

However the amount of food that can be redistributed is far greater and we have an ambitious plan to divert 100,000 tonnes per year to 13-14,000 front line charities saving the voluntary sector £250 million each and every year. This role is an important part of that ambition.

FareShare is looking for exceptional individuals, with the range of skills that will play a vital role in contributing to the success of this ambitious expansion. As part of the FareShare Regional Centre team you will work with a range of inspiring individuals who care passionately about our mission, and the communities we serve.

FareShare's Strategy & Vision

Vision: We have the vision of a UK where "No good food goes to waste".

Mission: To use surplus, fit for consumption, food to feed those who are vulnerable in the UK by supporting front line charitable organisations that tackle the cause and not just the symptoms of food poverty.

Our Purpose: We are doers. We are a community. We change lives.

Our Values: **Passion** - for our cause and the challenge that lies ahead

Ambition - to go the extra mile and drive the change that must happen

Respect - for ourselves, each other, our volunteers, our partners and our beneficiaries

Collaboration - it's only by working with others that we can be stronger

Focus - on providing the best service possible so that we can achieve the most for our clients/customers.

Role and responsibilities

As a Community Coordinator, your role will focus on the delivery and sustainability of the FareShare Community Food Membership programme; through maximising relationships and adding value to create the best experience for our charity community. The successful candidate will be an exceptional communicator, with an approachable nature who will play a vital role in securing, developing and maintaining charity relationships, plus raising awareness of FareShare across the region.

The Community Coordinator will work across their region, with the following key outcomes:

- **Charity Welcoming and Engagement:** You will carry out Welcome visits to new charities and be responsible for ensuring that KPIs are reached and maintained. Using your analysis of charity needs, plus your knowledge of FareShare's available food, you will use these visits to maximise the offer to charities, ensuring the service meets their requirements.
- **Community Capacity Building:** As part of the welcome visit and building relationships with charities, you will seek opportunities to enable and empower charities to increase their capacity and ability to take more food, more often, to ultimately increase the redistribution of surplus food to those in need.
- **Sustainability and Compliance:** You will work with your Regional Development Manager and other team colleagues to identify where re-engagement activities are needed to improve charity satisfaction and charity compliance. Liaising with your Regional Centre colleagues and FareShare UK Operations team, you will work to maximise the amount of food collected by charities with lower levels of compliance, providing face to face interventions as necessary. You will also be responsible for undertaking annual food safety checks within the agreed timeframe.
- **Charity Engagement:** You will play a key role in maintaining strong charity relationships across your region. You will take an active role in any meet and greets with charities and their representatives, where required. Plus you will be responsible for maintaining regular contact with the relevant charity and other stakeholders in your region, sensitively dealing with any issues in a professional manner, as and when they arise.

- **FareShare Network Engagement:** We aim to become ‘one FareShare’. These roles are an integral part of our FareShare network and you will partner closely with the FareShare Go team(s) in your area. You will work on joint initiatives which improve and grow the FareShare community, ensuring that charities have access to the FareShare service which best meet their needs.
- **Community Engagement:** You will work with your regional team to ensure that we are continuing to build and grow the FareShare community. You will take an active role in leading community events and networking activities, supported by your Regional Centre colleagues, volunteers and FareShare UK in the organisation and delivery of these events.

This role is funded by the National Lottery through the Big Lottery Fund for a period of 3 years.

Person Specification

Essential Criteria

- Have exceptional relationship building skills with a range of stakeholders
- Be a strong communicator who is able to engage with a variety of audiences.
- Be confident and assertive in handling difficult situations, whilst demonstrating calmness and professionalism
- Demonstrate strong problem solving skills
- Self-manage your own performance and workload.
- Have initiative and innovative thinking, in order to shape new/different ways of working
- Be organised, with a proven track record of achieving quality results.
- Have a proven ability to create links across teams to share best practices.
- Have strong IT skills and knowledge of Microsoft Office
- Have a valid driver’s licence for the UK, access to your own car and undertake extensive travel across your region. *(not required in London)*
- Be flexible about your working arrangements as the role may involve weekend and evening working.
- Be willing to carry out any other duties that may reasonably be required in support of the Regional Centre’s operations.

Desirable Criteria

- Level 2/3 Food Safety training is desirable, but training will be provided.
- Have previous experience working with customer relationship management (CRM) software. Experience using Salesforce is advantageous.
- Be degree educated or have a strong career history doing similar roles in any sector.
- Have some experience of training and managing others

Regional Centre based*

The expectations for this Regional Centre based role is 3-4 days working remotely from the Regional Centre, conducting meetings and visits with charities and key stakeholders within your region. The other 1-2 days will be working at your Regional Centre.