

## Job Description EMERGE Band 2

Salary Band 2 (19k – 23k)

<b>Job Title: Community Food Co-ordinator</b>		<b>Contractual Hours:</b> 37.5 hours per week <b>Salary:</b> 19 -23k dependent on experience Annual Leave: 23 days per annum + public holidays
<b>Department / Team:</b> FareShare GM Development Team	<b>Reports to:</b> Head of Development (FareShare Greater Manchester)	<b>Responsible for / Budget Accountability:</b> <b>Staff:</b> Volunteers, student interns <b>Budget:</b> £0
<b>Overall Purpose of the Job:</b>	To maximise the amount of surplus good food supporting individuals and families in need across Greater Manchester by developing the FareShare membership programme, and through the delivery of development projects.	
Key Responsibilities (for all Band 2 staff)		Role Specific Tasks
1. To receive manager briefings on required outputs and projects; prepare plans to achieve these; deliver to these plans; create and maintain records of activity and regularly report to manager on progress, performance and operational challenges.	<ul style="list-style-type: none"> <li>• Agree targets for Community Food Member (CFM) recruitment and retention based on understanding of FareShare capacity and external context</li> <li>• Deliver monthly reports showing delivery against these targets</li> <li>• Plan, deliver and report on externally funded FareShare projects designed to increase access to food by communities of interest, working in partnership with key stakeholders</li> </ul> <p>Work in close collaboration with the Operations Team to assess food and logistics capacity on a weekly basis and connect new members to the food available</p> <ul style="list-style-type: none"> <li>• Promote FareShare membership</li> <li>• Identify and engage with potential Community Food Members</li> <li>• Convert membership enquiries into FareShare members</li> <li>• Conduct annual membership reviews</li> </ul>	
2. To work collaboratively with colleagues across the organisation to deliver business-wide objectives.		
3. To manage own time, workload, and that of team members where appropriate to deliver high quality outputs and results.		
4. To recruit, engage, build, and develop effective working relationships with customers /colleagues/ stakeholders.		

Key Responsibilities (for all Band 2 staff)	Role Specific Tasks
<p>5. To advise and support new and existing customers / colleagues / stakeholders in on-boarding / maximising their utilisation of our services, helping them secure both quality and added value whilst meeting the commercial and/or service targets for EMERGE.</p>	<ul style="list-style-type: none"> <li>• Assess potential members' suitability for membership based on FareShare food safety criteria</li> <li>• Recruit and on-board new members</li> <li>• Develop member accounts increasing their food utilisation whilst ensuring that FSGM's food is as fully allocated as possible, reducing waste</li> </ul>
<p>6. To promote and represent the vision and aims of EMERGE to a range of external audiences.</p>	<ul style="list-style-type: none"> <li>• Encourage new memberships, volunteering, food donations, financial support and increased awareness and support of the EMERGE and FareShare GM mission.</li> </ul>
<p>7. To gather, assimilate and analyse data to create regular and/or ad hoc reports for customers/ colleagues/ stakeholders. To use those reports to direct the delivery of activities and outputs.</p>	<ul style="list-style-type: none"> <li>• Collect and analyse membership data and compile reports for key Manchester and Greater Manchester stakeholders including EMERGE, funders and FareShare UK.</li> </ul>
<p>8. To recruit, supervise, guide, and appraise members of own team and support them in the delivery of their objectives. AND / OR To recruit, retain, support volunteers to achieve their personal objectives and recognise their achievements.</p>	<ul style="list-style-type: none"> <li>• Assist in the promotion of volunteering with FareShare</li> <li>• Support activities to recognise and retain FareShare volunteers</li> </ul>
<p>9. To promote EMERGE's commitment to equality, diversity and inclusion.</p>	<ul style="list-style-type: none"> <li>• Ensure FareShare membership is promoted equally within communities perceived to be culturally, economically or geographically challenged. Demonstrate cultural sensitivity and the ability to build the trust and engagement of community groups.</li> </ul>