

Person Specification Community Food Coordinator



| Please use this person specification to show us how you meet the requirements for this role. Where possible provide examples of your experience and capabilities that relate to the role specifics listed below. | | Essential (E) Desirable (D) |
|--|---|--|
| Knowledge, Skills and Abilities | Role Specifics | |
| <p>1. Contextual Knowledge Knowledge of processes, standards, legislation, policies, procedures, services and products relevant to FareShare Greater Manchester & EMERGE</p> <p>Maintain and update personal knowledge of the wider food redistribution sector, its market forces, and the specifics of own role.</p> | <ul style="list-style-type: none"> Working knowledge of food safety issues in community / school settings Knowledge of food focused development work in a voluntary / community / social enterprise context desirable Understanding of the underlying causes of food insecurity and its impacts on Greater Manchester residents Knowledge of models of food aid work in a UK context Knowledge of the food waste utilisation hierarchy and its impact on the environment | <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p> |
| <p>2. Operational Management Prioritisation, time management, using computers and office resources, taking personal responsibility, project management skills</p> | <ul style="list-style-type: none"> Self-manage own performance and workload Demonstrable experience of successful project delivery ideally in Voluntary Community or Social Enterprise settings with multiple stakeholders Be organised with a proven track record of achieving quality results | <p>E</p> <p>E</p> <p>E</p> |
| <p>3. IT Literacy Competent in the use of Microsoft Office packages [Word, Outlook, Excel, PowerPoint, Databases]</p> | <ul style="list-style-type: none"> Willingness to be trained in the use of the FareShare stock management database 'Gladys' and customer relations management software e.g. Salesforce | <p>E</p> |
| <p>4. Qualifications/Training</p> | <ul style="list-style-type: none"> Full, clean driving licence Own transport desirable Level 2-3 food safety qualification desirable Willingness to undertake training | <p>D</p> <p>D</p> <p>D</p> <p>E</p> |
| Attributes | Role Specifics | |
| <p>5. Professional Behaviour Impact, energy, professional presentation and organisation, motivation, a 'can do' attitude, works under pressure effectively, adopts confidentiality, shows commitment to EMERGE values, works independently on own initiative</p> | <ul style="list-style-type: none"> Commitment to promoting diversity and equality of opportunity Commitment to promoting the 3Rs (Reduce, Reuse, Recycle) | <p>E</p> <p>E</p> |

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| <p>6. Applying Customer/Commercially Led thinking Putting the Customer First</p> <p>Addressing challenges, owning problems, and delivering solutions. Applying judgement, objectivity, and decisiveness. Demonstrating tenacity and resilience. Striving for Continuous Improvement in personal / team performance.</p> | <ul style="list-style-type: none"> • Have initiative and innovative thinking, in order to shape new and different ways of working that improve outputs • Strong problem solving skills | <p>E</p> <p>E</p> |
| <p>7. People Skills and Teamwork</p> <p>Clear, articulate communicator, able to develop and consolidate strong, collaborative, and productive relationships with colleagues, customers, and stakeholders. Able to get things done with / through other people. Escalate issues / concerns to managers appropriately. Confident and assertive.</p> | <ul style="list-style-type: none"> • Strong communicator with the ability to engage a wide range of audiences in English • Have exceptional relationship building skills with a range of stakeholders • Collaborate effectively with FareShare operations team and EMERGE volunteering team • Be confident and assertive in handling difficult situations, whilst demonstrating calmness and professionalism • Be willing to carry out any other duties that may reasonably be required in support of the Regional Centre's operations | <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> |
| <p>8. Analytical Thinking</p> <p>Reflective and innovative thinker, assimilating and analysing data, evaluating, and applying judgement and experience to the use of data in decision making.</p> | <ul style="list-style-type: none"> • Numerate and confident in using data • Ability to contribute to the shaping of FareShare membership strategy development, matching surplus to areas of greatest need across the region | <p>E</p> <p>E</p> |
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