3VA Food Partnership Officer - Wealden

JOB DESCRIPTION

Job Title Food Partnership Officer

Reports to 3VA Chief Executive

Location Home based with travel around East Sussex

Salary £30,451

Hours 37 hours per week

Holidays 25 days plus Bank holidays pro rata

Contract to 31st December 2023

Pension 3VA will match contributions of up to 6% of annual salary towards a mutually agreed pension scheme.

Savings 3VA offers an opt-in workplace savings scheme with Wave Community Bank

**Responsibilities**

The post-holder will establish and support a fully functioning and sustainable food partnership encompassing elements of food security including food poverty, food waste and local / community food production and distribution which will be facilitated through partnership working with organisations and individuals in Wealden and East Sussex who share similar aims and passions.

The post-holder will work to create a climate where all partners and stakeholders can work together beyond the life of the project to develop a legacy for sustainable food security.

The post-holder will collaborate with the Sustainable Food Places-funded Wealden Food Partnership Coordinator, enabling and delivering outputs through agreed workplans and output schedules.

**Main Tasks**

1 Lead the establishment of the Wealden Food Partnership, ensuring it has cross-sector representation and presence in the wider community context agreeing its governance.

2 Actively build partnerships and broker contact across Wealden with organisations delivering on food poverty, food waste and local / community food production and distribution.

3 Ensure that the Partnership is financially sustainable by establishing a pipeline approach to funding.

**Communications**

4 Develop a communications strategy and take responsibility for the promotion and marketing of the partnership and its aims and services, ensuring awareness is high within the community, political and voluntary sectors.

5 Establish and lead regular partner meetings and communications.

6 Write and circulate regular update briefings to update partners.

7 Lead the development of an action plan for the partnership, which is co-produced with community representatives.

8 Collaborate with, and offer support to, local/countywide partnerships for mutual benefit.

9 Deliver stakeholder and engagement analysis.

**Education, Training and Development**

10 Establish training needs of partners and stakeholders, identify resources and manage delivery.

**General tasks**

11 Work collaboratively as a member of the 3VA team supporting the aims and objectives of the organisation.

12 Ensure that all records are kept as part of 3VA’s monitoring and self-evaluation procedures, and to ensure that activities are consistent with 3VA quality standards and policies.

13 Attend and participate in 3VA meetings as required including team meetings, 121 sessions, and to produce reports when required.

14 Keep up to date with relevant legislation and policies and procedures which are relevant to the sector and to the post holder.

15 Act in accordance with 3VA’s Equal Opportunities Policy and support its implementation.

16 Undertake any other duties that might reasonably be required which are in line with the post.

**PERSON SPECIFICATION**

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| **Essential** | **Desirable** |
| **EDUCATION/QUALIFICATIONS** | |
| Excellent written and spoken English  UK Level 2 (or equivalent) Maths and English Language | UK level 6 (or equivalent) or equivalent professional qualification, or equivalent experience |
| **EXPERIENCE** | |
| Minimum 2 years of community development work   * Partnership working * Using asset-based community development * Organisational development and capacity building with groups * Working in a complex environment with a range of different partner agencies * Project coordination and management | Community led food programmes  Local government and administration context  Local (Eastbourne) voluntary and community sector |
| **KNOWLEDGE and UNDERSTANDING** | |
| Able to create agendas, chair meetings, take accurate minutes  Creating effective communications, promotion and marketing  Effective user of Microsoft Office applications, including Word,  Excel, Outlook; Confident internet user | Effective user of social media channels |
| **SKILLS and ABILITIES** | |
| Motivated self-starter accustomed to directing their own time and work  Tact, diplomacy and where necessary firmness  Able to deliver projects to specified deadlines and within set budgets  Resilience to withstand peaks in workload, deadlines and funder requirements  Excellent organisational, record keeping and administrative skill |  |