

## Role title: Food Plymouth Partnership and Network Co-ordinator

**Reporting to:** Food Plymouth CIC Directors and Core Team

**Location / Place of work:** Plymouth - Peripatetic (no fixed physical base)

**Terms:** Self-employed contractor role

**Contract Period:** One Year from November 2020 with likely 12 months extension (contingent on match funding being secured), circa 90 days work per year

**Fee:** £20,000 per year

**Start date:** Contract commencing November 2020 (precise date to be negotiated)

**Responsible for:** Maximising collective impact around food - Driving Plymouth from Sustainable Food Places Bronze to Silver standard (#PlymouthSFPSilver). This will include supporting (and enabling recruitment of) multi-disciplinary teams; communicating with, co-ordinating and developing Food Plymouth's cross-sector partnership and network; facilitating collaborative and partnership working



### **Sustainable Food Places (SFP) context:**

Sustainable Food Places [www.sustainablefoodplaces.org](http://www.sustainablefoodplaces.org) is an exciting social movement supporting towns, cities and city-regions across the UK and Ireland to develop more sustainable and resilient food systems through the creation of partnerships and networks to support, develop and share innovation and best practice. The programme is funded nationally by the Esmée Fairburn Foundation and National Lottery Communities Fund through the Sustainable Food Places Network. The partners in the Network are the Soil Association, Food Matters and Sustain, supporting a national network of more than 50 Sustainable Food Places (including Plymouth).



At its heart, the movement's approach involves developing and delivering a shared vision, action plans and activities around increasing the supply of and demand for local, healthy, sustainable and wherever possible affordable food. Plymouth's Sustainable Food Places work is facilitated and led by Food Plymouth.

### **About Food Plymouth and this role**

Established in 2010, Food Plymouth ([www.foodplymouth.org](http://www.foodplymouth.org)) is a cross-sector collaborative partnership and network including individuals and representatives of businesses and organisations from the third sector, faith groups, social enterprises, food businesses, health organisations and the Local Authority. Acting as a 'central connecting hub' for all things food-related in the city, the partnership and network is facilitated and resourced by a community interest company, Food Plymouth CIC. Working closely together, the partnership, network and CIC pursue a healthier, fairer, more sustainable and resilient food system for the Plymouth city-region, principally through developing and delivering activities fulfilling the six strands of the SFP framework (see link above).

Food Plymouth's mission and purpose align with the SFP themes and can be summarised as:

- 1) Good Food For All – ensuring everyone is able to eat well every day
- 2) Changing Our Ways – driving behaviours and systems towards local, healthy and sustainable food and adapting our own ways of working to meet emerging challenges and opportunities
- 3) Good Food Businesses – building the Plymouth city-region's sustainable food economy

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- 4) Supporting the resilience and wellbeing of present and future generations – social, economic and environmental justice
- 5) Collaboration, innovation and enterprise (maximising impact) - to deliver all the above

Food Plymouth has a 'core team', of half-a-dozen people (including CIC directors) with relevant knowledge, skills and experience, acting as an executive to the wider partnership body, performing key tasks and driving the work forward. The new coordinator role will add extra capacity and vibrancy to this work.

### **Overall purpose of the role**

**The coordinator will be responsible for maximizing our collective impact around food.** We are looking for a dynamic, resourceful and passionate individual who will lead the partnership, catalysing and co-ordinating activities towards our shared vision of achieving the SFP silver standard by 2022.

You will be a strong communicator and an enthusiastic team player, working collaboratively with Food Plymouth core team members, other colleagues, partners and network members to drive the #PlymouthSFPSilver campaign/activities.

**The main task is to:**

### **Lead Plymouth to SFP silver standard, which will involve:**

- a. Working within mission/purpose (above) to strategically, purposefully and creatively steer the partnership and network towards its shared goal
- b. Engaging collaboratively and compassionately with all relevant partners, network members and colleagues
- c. Bringing enthusiasm, energy and passion to inspire, enable and deliver Food Plymouth's collective vision

Core duties include:

#### **A. Network and communications**

- i. Communicating with, co-ordinating and strengthening the Food Plymouth partnership and network
- ii. Convening Food Plymouth quarterly partnership and network meetings and supporting theme group meetings
- iii. Organising and facilitating topical food events (as part of the #PlymouthSFPSilver activities/campaign)
- iv. Networking and sharing best practice with other food partnerships and relevant organisations (regionally and nationally)
- v. Contributing to the activity of the wider network
- vi. Supporting effective B2B and B2C communications strategies

#### **B. Projects**

- i. Supporting and facilitating involvement in current and future Food Plymouth projects as required (e.g. the Plymouth Food Equality project; the All Ways Apples Festival; and Fairtrade Plymouth)
- ii. Identifying new project opportunities to fulfil #PlymouthSFPSilver campaign goals
- iii. Seeking funding sources and supporting bid writing

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iv. Obtaining and collating data for project evaluation as required

C. Systems/processes

- i. Creating, maintaining and improving effective office systems/processes
- ii. Providing the secretariat function to the core team

D. Other

As this is a dynamic role, there may be other duties required as determined by the partnership and network as the programme/campaign develops

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### **Person Specification**

This vital and exciting new role is at the heart of the development of Plymouth's sustainable food network to reach its goal of silver SFP award by 2022. We are seeking a motivated, resilient and flexible individual, who is committed to the vision, mission, principles and values of the Food Plymouth partnership and network.

You will use your creative and practical skills enthusiastically and flexibly to engage, empower and enable the successful delivery of a new #PlymouthSFPSilver campaign to ensure future sustainability and prospering of the good food movement in the city.

Excellent communication and interpersonal skills are crucial to bringing a high level of professionalism to the role. You will take a 'big picture' (systems) approach, and will identify and catalyse opportunities for the development of activities necessary to fulfil the shared mission – both short and long term visioning.

Having great organisational skills, with an aptitude for detailed administration, you will be well-organised, a self-starter and able to work independently while being able to develop a close working relationship with a range of diverse partners, both locally and nationally. You will be ethical and sensitive to the needs of diverse audiences. You will be open minded and have an aptitude and willingness to adapt work to meet the needs of a range of world views, institutional logics, attitudes and cultures. Experience of project development and delivery is essential to enable continued implementation of a number of projects, events and activities, which are core to the Food Plymouth calendar and the #silveraward.

### **Knowledge, Skills, Experience and Values**

The abilities and background of the person appointed to this role will match the majority of the following criteria, including *essential* criteria marked (E), plus *desirable* criteria marked (D):

#### **Qualifications**

Relevant first degree (or equivalent) in **food**, business, economics, sustainable development, planning (E).

A minimum of 3 years work experience (E).

Relevant postgraduate qualification in leadership and / or management and / or significant experience of organisational development (D)

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Experience of	Knowledge of
<ul style="list-style-type: none"> <li>▪ Working professionally as a relationship builder within all levels of private, public, community and voluntary and social enterprise environments; and knowledge of the issues and needs of these sectors (E)</li> <li>▪ Partnership working and network co-ordination (E)</li> <li>▪ Organising and co-ordinating networking and other events – physically and online (E)</li> <li>▪ Project management (E)</li> <li>▪ Communicating complex issues simply and clearly to diverse stakeholders (verbally, in writing and in presentations) (E)</li> <li>▪ Best practice in co-ordinating volunteers (D)</li> <li>▪ Public speaking (D)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Project development and delivery (E)</li> <li>▪ Membership and partnership development (E)</li> <li>▪ Promotion/publicity/PR work, including producing newsletters, operating social media channels and creating and managing website content (E)</li> <li>▪ Standard IT systems (e.g. MS Office) (E)</li> <li>▪ Monitoring, data collection and evaluation (E)</li> <li>▪ Bid writing (E)</li> <li>▪ Food, civil society and enterprise in the Plymouth city-region (E)</li> <li>▪ Sustainable food and wider resilience issues and one or more of: Regeneration, economics, public procurement, public health, food production, food supply chain logistics, food waste management, local food economy, relevant policies (E)</li> <li>▪ Collaborative advantage (E)</li> </ul>
Skills & Attributes:	Values & Attitudes:
<ul style="list-style-type: none"> <li>▪ Good communication and presentation skills, including the ability to communicate clearly, succinctly and effectively in writing and verbally with people and groups from diverse backgrounds and interests (E)</li> <li>▪ Excellent ambassadorial and interpersonal skills – the ability to inspire people to action (E)</li> <li>▪ Ability to co-ordinate groups and people to work together effectively (E)</li> <li>▪ Project co-ordination (E)</li> <li>▪ Ability to work on own initiative and as part of a team (E)</li> <li>▪ Highly organised and effective under pressure (E)</li> <li>▪ Excellent and extensive administration skills (E)</li> <li>▪ The use of IT systems (E)</li> <li>▪ Basic report-writing (E)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Commitment to developing a more sustainable food system in the Plymouth city-region including to the vision, mission and activities of Food Plymouth (E)</li> <li>▪ Ability to see the bigger picture and work creatively (E)</li> <li>▪ Commitment to joint working between the public, private and VCSE sectors (E)</li> <li>▪ Willingness to working collaboratively and sharing experience and expertise (E)</li> <li>▪ Entrepreneurial orientation with an appetite to both create and to respond to opportunities (E)</li> <li>▪ Good mediation, problem-solving and negotiation skills (E)</li> <li>▪ Creativity and solution-orientation (E)</li> <li>▪ Self-motivated with the ability to work with diverse partners (E)</li> <li>▪ Self-aware and emotionally intelligent</li> </ul>

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<ul style="list-style-type: none"><li>▪ Flexibility including willingness to work out of hours (including evenings / weekends) (E)</li><li>▪ Current driving licence and own transport (D)</li></ul>	<ul style="list-style-type: none"><li>▪ (E)</li><li>▪ Committed to equal opportunities and anti-oppressive practice (E)</li><li>▪ Ethical and honest, alert to conflicts of interest and loyalty and respectful of the intellectual property of others (E)</li></ul>
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### Organisational structure

The role is responsible to a nominated Food Plymouth CIC director, who in turn is accountable to Food Plymouth core team.

### How to apply

**Please email your 2 page CV and a short motivational plan on one side of A4 to [info@foodplymouth.org](mailto:info@foodplymouth.org) by 5pm on 8th October 2020**

#### Key dates:

Deadline for applying for this post: **Thursday 8<sup>th</sup> October 2020**

Shortlisted applicants will be informed: **Thursday 15<sup>th</sup> October 2020**

Interviews will take place in Plymouth/online: **Friday 23<sup>rd</sup> October 2020**

Informal enquiries are welcome - please email [info@foodplymouth.org](mailto:info@foodplymouth.org)

If you have any access or adjustment needs please let us know via email.

Food Plymouth's ambition is to work together to create a more inclusive environment, which attracts all candidates and signals our commitment to celebrate and promote diversity.

This role is funded through the Sustainable Food Place Network with match funding from Food Plymouth partners, namely Livewell Southwest, Plymouth Octopus Project (POP+) and Plymouth City Council for year one. The contracting organisation is Food Plymouth CIC on behalf of the Food Plymouth partnership and network.

