

# Food Plymouth Partnership and Network Coordinator

## Terms of Contract - September 2020

### Role

The role of the Food Plymouth Partnership and Network Co-ordinator (the Co-ordinator) is vitally important to the success of Plymouth' Sustainable Food Places (SFP) bronze to silver journey. A key intention of the role is to encourage, support and strengthen Food Plymouth's partnership and network. This fundamentally involves catalysing and helping to sustain collaborative advantage and collective positive impact. This requires inspiring current and prospective members of the network; supporting existing leaders and their work; recruiting and enabling new leaders; and promoting and developing Food Plymouth's successful diverse and devolved leadership model. Put simply, this is primarily about communication, building capacity and fostering dispersed but purposeful and cohesive capabilities. The principal requirements and responsibilities of the role are set out in the Co-ordinator's role description (Appendix A).

### Relationships

Food Plymouth has a wide array of partners, network members and stakeholders. The Co-ordinator needs to build on the existing positive relationships with and between these, create and maintain new ones to all-round advantage, in furtherance of the collective positive impact outlined above. This will require being aware of and sensitive to the various institutional logics and organisational imperatives at work, with a focus on common ground, furthering Food Plymouth's shared vision and mission and pursuing SFP silver standard.

### Vision and Mission

Our vision is Plymouth becoming a healthy and sustainable food city. Our mission is achieving this through local, healthy, sustainable and affordable food as a driver for positive change through collaborative endeavour and collective impact.

### Priorities

Plymouth's SFP bronze to silver journey requires strength across all six themes of the SFP framework. Of these, while they still need some work through collective impact we are already near the silver standard in the areas of healthy food for all, good food movement and food governance and strategy. While there is much good work going on the areas of food for the planet, catering and procurement and sustainable food economy, these themes are the ones which need the greatest development and may therefore require greater effort, time and resources.

### Sharing Learning

It is vital that Food Plymouth's core functions and the people in them learn from and adapt to suit the needs of the membership and wider stakeholders. The Co-ordinator is expected to perform a key role in creating such knowledge, capturing it to all-round benefit and making it known through appropriate channels.

### Management and Reporting

The Co-ordinator will report to the Food Plymouth core team (who will work with them to create and agree challenging but achievable work plans) and to the wider partnership and network on a quarterly basis. A small sub-group, including a nominated Food Plymouth CIC director, will provide support and challenge through a monthly review process and ad-hoc informal support as required.

## **Duration of Contract**

November 2020 to October 2021. Approximately 90 days work spread reasonably evenly throughout this 12 month period, in accordance with co-created work plans, as described above.

## **Fees**

£20,000 for the year (including any VAT), to be invoiced monthly or quarterly (to be agreed), in arrears. Reasonable expenses capped at £1,500 (including any VAT) for the year can be claimed, providing that these: Have been agreed in advance (even if only in principle) with a CIC director; they are necessary and wholly connected with performing the Food Plymouth SFP Co-ordinator role; they represent reasonable value-for-money; and are supported by official receipts. As a self-employed contractor, the Co-ordinator will pay their own tax and national insurance, make their own pension provision arrangements and provide their own professional indemnity and public liability insurance (to a minimum value of £1m and £5m respectively).

## **Standards**

The Co-ordinator should be genuinely motivated by Food Plymouth's vision, mission and values and be committed to our collective positive impact approach. Food Plymouth and the wider Sustainable Food Places movement is a dynamic and demanding environment requiring agility and flexibility in the face of challenges and opportunities, which are often emergent and need swift responses. The Food Plymouth Co-ordinator therefore will need to work wholeheartedly and flexibly to fulfil various potentials.

We expect our Co-ordinator to be exemplary in their behaviour, acting as a positive ambassador and trustworthy intermediary for Food Plymouth at all times. Professionalism, impartiality and integrity need to be embodied. This will express itself by attitudes and behaviours such as (but not limited to): Appreciating the contributions of others, especially volunteers; respecting the opinions and work of others, including around intellectual property and any commercially or politically sensitive information; openly declaring and managing any actual or perceived conflicts of interest and loyalty.

For further information on this topic, please refer to Food Plymouth's current Memorandum of Understanding, Values Statement and Code of Conduct (Appendix B).

## **Severance**

The contract may be terminated by either Food Plymouth CIC or the contractor by giving two months notice in writing.

## **Media Contact**

If the Co-ordinator is invited to speak with the media about their role and / or that of the wider partnership and network, they must consult with the sub-group outlined above before doing so, caution in such matters being a watchword.

## **Branding**

In carrying out work as the Co-ordinator, the contractor will be required to ensure that all presentations, handouts, reports and similar documents carry the appropriate Food Plymouth branding and any project sub-branding, not their own or that of any other organisation or company.

## **Contract**

The successful contractor will be required to enter into a formal written contract with Food Plymouth CIC (acting on behalf of the Food Plymouth partnership and network), based on all of the above.