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Post:	Hull Sustainable Food City partnership co-ordinator		
Last Version Date:	April 2017		
Version No:	1	Version Effective Date:	April 2017

Position:	Hull Sustainable Food City partnership co-ordinator
Hours:	28 hours pw (FTE equivalent 0.8)
Salary:	£22,500 pro rata
Reports to:	Hull Food partnership operations group
Base:	local partnership organization (Goodwin Development Trust)
Contract:	12 months


Summary of Purpose

The national Sustainable Food cities project has recently entered an exciting second phase of work and Hull has been awarded funding to employ a passionate, committed and enthusiastic person to support, enhance and promote the workings and governance of the Hull Sustainable Food Partnership operations group enabling the group to become authoritative and visible within the developing landscape and planning of the City of Hull.

This role is jointly funded in partnership with the Sustainable Food Cities and Hull City Council Public Health and hosted by the Goodwin Development Trust (GDT).

Main Duties and Responsibilities of Role

- To facilitate and co-ordinate the effective functioning and governance of the Hull Food Partnership group
- To develop and deliver a city-wide partnership Action Plan developed with active participation of and contributions from these local partnerships and stakeholders
- To co-ordinate the writing and delivery of a successful SFC Bronze Award application by the due date identifying and highlighting opportunities and threats throughout the work
- To manage the development, promotion and adoption by the city of the Hull Food Charter
- To support the HFP in identifying and securing income and resources to sustain both the Partnership and the Hull Sustainable Food Cities programme over the longer term
- To identify and nurture key local partnerships in the city to work with the HFP group

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- To work with city-based partners and stakeholders to tackle health inequalities and food poverty across the city
- Use a wide range of communication media – press, radio, TV, social media, promotional material – to effectively brand and publicise the work of the HFP group, ensuring timely reporting to all stakeholders
- To represent the HFP at meetings relevant to the progression of the SFC key issues.

Other duties

- To organise the launch event and other regular events throughout the year
- To effectively administer and support the bigger network
- To systematically collect data and feedback to support the Public Health initiatives already in the delivery phase in the city
- Develop a consistent and credible message of food sustainability within a city context
- To support the growth of potential social enterprises, innovators and start-up businesses within the city developing links and relationships with other likeminded networks in neighbouring cities sharing local good practice and learning.
- To carry out any other duties which may be reasonably requested and that are commensurate with the post.

General

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.

The above duties may involve having access to information of a confidential nature, which may be covered by the Data Protection Act. Confidentiality must be maintained at all times.

It is expected that to fulfil the nature of the above duties the post holder will be required to travel widely across the city and occasionally there will be a requirement to travel nationally.

GDT is committed to safeguarding and promoting the welfare of every child, vulnerable adult and service user and expects all staff and volunteers to share this commitment and participate in training as required. The post holder shall comply with measures that are introduced to ensure equality of opportunity and non-discrimination and will be expected to promote and follow all current Goodwin Development Trust policies and procedures.

It is GDT's policy that all staff, volunteers and trustees must undergo a Disclosure and Barring Service check (DBS) check prior to recruitment and every 3 years thereafter.

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The Health & Safety at Work Act (1974) and other legislation places responsibilities for Health & Safety on all employees. Therefore, it is the post holder's responsibility to take reasonable care for the Health and Welfare of him/herself and other employees in accordance with legislation and GDT specific Health & Safety policies and procedures. It is the responsibility of the individual to inform the Health & Safety Department and their line manager (In Strictest Confidence) of any health related issues which could affect their work duties and require measures to be implemented to ensure the post holder can carry out their duties safely.

Where the post holder is disabled every effort will be made to supply all the necessary employment aids, equipment or adaptations to enable him/her to perform the full duties of the job. If however, a certain task proves to be achievable then job redesign will be given full consideration.

It is the responsibility of the individual to inform the Health & Safety Department (In Strictest Confidence) of their medical history and any changes which could affect their work duties.

Person Specification

Technical Competencies (Experience and Knowledge) (Please also include here qualifications required to carry out the role)		Essential (E) or Desirable (D)
T1	Educated to degree level as a minimum, or equivalent experience	E
T2	Solid experience of effective collaborative working with mixed groups and ability to resolve different opinions professionally	E
T3	Experience of project management	E
T4	Experienced relationship builder and comfortable within all levels of public and private sector environments	E
T5	Experience of communicating complex issues to diverse stakeholders	E
T6	Experience of dealing with local press, using all media channels and communication networks	E
T7	Experience of coordinating/delivering projects in food and/or health	D

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T8	Knowledge and experience of workings of local government such as unity authority	D
T9	Understanding/awareness of national issues impacting on sustainable food supply	D
T10	Experience of committee working	D

Skills & Other		Essential (E) or Desirable (D)
S1	Excellent interpersonal skills and the ability to deal with diverse groups professionally	E
S2	Excellent organisational and time management skills	E
S3	Excellent communication skills, both verbal and written	E
S4	Excellent presentation skills	E
S5	Media literacy	E
S6	Competent in standard Microsoft IT packages such as Word, Excel and PowerPoint	D

O1	Full driving license	D
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Mandatory Training Relevant to the Role (Essential training will be provided on the job)


Training	Essential	Desirable	N/A
Administration & Management of Medicines			
Breastfeeding Awareness (1 hour or 18 hour)			
Case Management Training (RBL)			
Conflict Management (Managing Aggression & Violence)			

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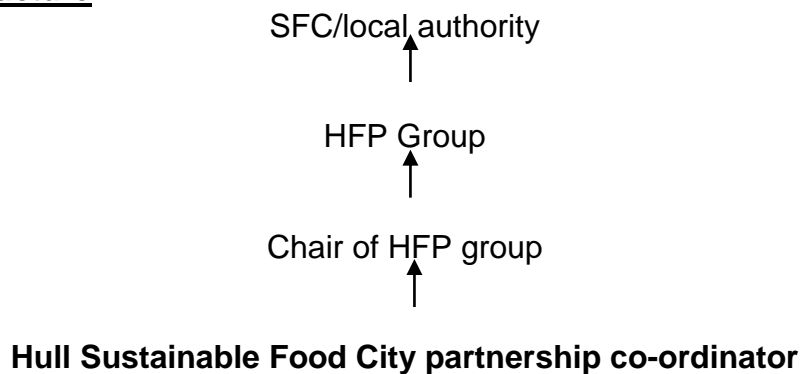


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Customer Services Training			
Data Protection and Information Sharing	X		
Domestic Violence Awareness			
Domestic Violence Routine Enquiry			
Drugs & Alcohol Awareness			
Equality & Diversity Awareness		X	
Estart Training			
Explore the Impact of Child Sexual Abuse			
Explore the Impact of Neglect			
Family Star Training			
Fire Safety Awareness / Fire Marshal Training			
First Aid at Work (3 days)			
First Aid at Work – Emergency (1 day)		X	
First Aid - Paediatric			
Food Hygiene Level 2		X	
Health & Safety Awareness	X		
Health & Safety at Work Level 2			
Health & Safety at Work Level 3			
Health & Safety COSHH			
Health & Safety IOSH Directing Safely			
Health & Safety IOSH Managing Safety			
Henry Training			
Induction to Care			
Infection Control			
Internal Verifier			
ITQ Level 1 (IT Qualification)			
ITQ Level 2 (IT Qualification)			
Manual Handling		X	
Moving and Handling (Danny's Dream)			
Medication Awareness			
Mental Capacity Act			
Mental Health First Aid			
Performance Review Training			
Reviewer Training			
Risk Assessment Training		X	
Safeguarding Adults			
Safeguarding Children Level 1			
Safeguarding Children Level 2			
Safeguarding Co-ordinator NSPCC			
Safer Recruiting			
Step Stools			
Supervision Training			
Systematic Practice			
Threshold Training			
Train the Trainer			
Working with Parents			
HACCP Planning			
fork lift truck qualification			

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Department Structure



Review Arrangements:

The details contained in this Job Description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the job description will be revised from time to time and GDT will consult with the post holder at the appropriate time.			
Version No:		Version Effective Date:	
Name employee:			
Signature:		Date:	
HR Department:			
Signature:		Date:	