

# Sunderland Good Food Partnership Co-Ordinator

# Job Description

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| **Job Title:** | Sunderland Good Food Partnership Co-ordinator |
| **Reports To:** | OASES Quality, Compliance and People Manager |
| **Job Type:** | Flexible/Hybrid Working |
| **Key Locations:** | The EWE Centre, Esh Winning Academy, Esh Winning, Co. Durham, DH7 9BE<br><br>Culture House Sunderland, Keel Square, High Street West, Sunderland, SR1 3DZ |
| **Priority Contacts:** | Sunderland City Council<br><br>OASES CEO<br><br>OASES Board<br><br>Sunderland Food Partnership |
| **Salary:** | £31,000 pro rata |
| **Hours:** | 0.6 FTE (22.5 hours/week) |

## Job Summary

The post holder will join the Outdoor and Sustainability Education Specialists (OASES) team, and be managed by the Quality, Compliance and People Manager.

OASES' vision is 'to create a more sustainable world where all can thrive'.

The Sunderland Good Food Partnership connects groups and organisations around local sustainable food, supported by an advisory group. The post holder will report to the OASES

Quality, Compliance and People Manager, OASES CEO, Sunderland City Council and the Partnership.

The Co-ordinator will deliver this Sunderland City Council-funded initiative, developing, co-ordinating and supporting the Sunderland Good Food Partnership.

# Key Tasks

## Key Areas of Work

- Responsible for refining and encouraging the adoption of the Sunderland Good Food Partnership Action Plan. Providing support to enable the identified actions to be delivered. Monitor the Action Plan's delivery.
- Enable the Sunderland Good Food Partnership to apply for and secure the Silver Award accreditation from Sustainable Food Places.
- Establish a network of food and growing communities to enable the delivery of grassroots support from the OASES' team.
- To co-ordinate the OASES staff that are delivering the Sunderland Good Food Partnership project outcomes.

## Key Area: Programme Delivery

- To take responsibility for the delivery of the Sunderland Good Food Partnership Action Plan, including planning and managing partnership meetings, liaising with partners on the delivery of key actions and preparing progress reports on achievement of outcomes.
- To achieve a Silver Award accreditation from Sustainable Food Places.
- To encourage greater uptake of the Sunderland Good Food Partnership Action Plan, achieving buy-in from public, private and voluntary sector partners.
- To support a strategic approach to embed sustainable food within the policies and practices of partner organisations from the public, private and voluntary sectors.
- To work closely with, and manage the relationship with, formal project partnerships and look to expand partnerships, including VCSE (voluntary, community & social enterprise) and private sector partners.
- To strengthen the Sunderland Good Food Partnership's work with other northeast food partnerships.
- To engage and support a diverse range of food initiatives and enterprises from the VCSE and private sector with their local food economy, increasing awareness of and participation in related activity.
- To contribute to an enhanced social media presence (with support from the OASES Team), linking with existing partner online platforms, produce regular e-newsletters and upgrade and maintain the Sunderland Good Food Partnership's pages on the Sunderland Links for Life website.
- To organise a programme of meetings, partner and networking events.
- To keep records of all activities undertaken and participant engagement. This will be used to assist in project evaluation and contribute to the preparation of reports.
- To engage and involve local communities with the Sunderland Good Food Partnership to enable grassroots delivery of food and growing projects.

## Project Development

- Work in conjunction with the OASES CEO to:
    - Identify funding sources through which to continue the Sunderland Good Food Partnership Co-ordinator post.
    - Identify and secure funding for future, related projects and programmes.

## Additional Responsibilities

- Maintain a good working knowledge of the policies and regulations governing OASES and ensure that the requirements of all OASES' policies and procedures are observed, including but not limited to:
    - Safeguarding
    - Health and Safety
    - Equality, Diversity & Inclusion
    - Environmental
    - GDPR and Data Protection
- As this post involves work with children and vulnerable groups, any appointment will be subject to a Disclosure under the Enhanced Disclosure and Barring Service.
- Attend all mandatory training and training as required to continue to develop the role effectively.
- To act as a Data Processor.
- Comply with the OASES performance management policy.
- Maintain the integrity of the OASES brand in all internal and external communications.
- Ensure attendance at staff meetings.
- Meet on a regular basis with Line Manager to feedback on project developments and agree future targets.
- Work in a way that contributes to the continuous improvement of OASES' services and embraces the organisations quality initiatives.
- Any other duties commensurate with the level of the post.

## Special Requirements

- Appraising and satisfying health and safety, legal and other regulations with respect to projects, participants and the general public.
- Access to an appropriate vehicle and a full UK driving licence.