

GCDA Job Description & Person Specification



JOB TITLE: Good Food in Greenwich Strategic Lead

RESPONSIBLE TO: Gary Mack, Head of Community Development

Hours: 21 hours per week

Salary: £27,500 pro rata

Fixed term contract for 1 year

JOB SUMMARY

The main aims of this role are to develop the FIG strategy and achieve the Sustainable Food Places Silver Award for Good Food in Greenwich. This role will coordinate the silver award work, working on an action plan with partners across the borough to move the work forward and reach a successful Silver award within the year, whilst also developing the partnership and growing overall engagement within the borough.

Specific Duties

Partnership Development and Management

- Lead on developing a strategy for the partnership
- Continue to build relationships with current partners and stakeholders and explore new links, thinking innovatively about how food issues intersect with a broad range of interests
- Develop a membership strategy, formally registering members and engaging new ones
- Identify opportunities for joint working, and facilitate partnership members to deliver it
- Grow our grass roots movement through campaigns, events, and other activities
- Supervise the Good Food in Greenwich administrator
- Lead on maintaining website with up to date information and events

Silver Award

- Be the contact for SFP and responsible for the silver award work including coordinating the award response
- Lead on engaging a wide range of partners and stakeholders in designing an action plan, ensuring work is progressing
- Develop communications plan in collaboration with colleagues
- Develop funding and contract bids in collaboration with line manager

Improving food systems

- Stay up to date on the policy environment around food and identify opportunities to press for change
- Develop work which amplifies community voices to influence policy and decision making at a borough level
- Regularly feedback and update the wider Partnership and stakeholders about relevant work taking place at borough, regional or national level and opportunities to participate or support
- Communicate sometimes complex information simply and make relevant for diverse audiences
- Coordinate the partnership's scrutiny of relevant policy Joint work and project delivery

To offer high quality customer service

- To ensure you respond efficiently and appropriately to all enquires and requests; this applies to GCDA's customers, suppliers, programme users and your colleagues

To comply with all of GCDA's policies including:

- Health and Safety policy
- Equal opportunities policy
- Safeguarding policy
- Environmental policy

Other

- Promote GCDA programmes at all opportunities (Making every Contact Count)
- Attend Training as required
- Perform other duties as requested by your line manager
- Attend meetings e.g. Team Meetings as may be required
- Attend events that support the work of GCDA as required
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Person Specification

	Desirable (D) or Essential (E)
1. At least 2 years' experience coordinating and delivering a project, preferably a food partnership or other partnership work	E
2. Proven ability to think strategically and implement strategic work including an action plan	E
3. Proven ability to build working relationships and collaborate with a range of organisations and individuals	E
4. Proven ability to influence and persuade stakeholders to change policy or behaviour	E
5. Excellent knowledge and understanding of the food environment and related policy	E
6. Good knowledge of local food systems	E
7. Excellent communication skills and the ability to disseminate information to a wide range of audiences and across platforms	E
8. Excellent organisation and time management skills	E
9. An understanding of and a commitment to Equal Opportunities and experience of working with diverse communities	E
10. Proven track record in being self-motivated and able to work proactively, independently and under pressure	E
11. Experience running events and galvanising attendance	D
11. Track record of securing funding	D
12. Experience of designing monitoring and evaluation frameworks	D
13. Communication expertise (branding, websites, social media)	D