



COMMUNITY  
LIBRARY  
AND  
RESOURCE  
CENTRE



**Job Title: Food Poverty Development Worker [02/22]**

### **Role Description**

**An exciting opportunity has arisen for a pro-active and tenacious person to join our friendly and purposeful team.**

The Food Poverty Development Worker is a new role employed by Healthy Me Healthy Communities working with programme partners The Place at Platt Lane and Beacon Centre (Clayton). The postholder will coordinate the Food Poverty Development Programme bringing together current thinking and learning around food-poverty, developing and implementing new food-poverty responses for the programme partners, and sharing learning with programme and wider partners. The programme and partners are committed to addressing the causes of poverty and would expect the programme outcomes to account for these when devising new food-poverty responses.

The programme is funded by Young Manchester / 'Our Manchester' with grant funding from One Manchester and brings together The Place at Platt Lane, HMHC and Beacon Centre who have vast and varied experience of managing community facilities and food-aid projects for improving outcomes for individuals and communities.

**Salary:** £25,000 per annum (FTE £25,000 per annum)

**Location:** Based at Gorton Central, Gorton Community Centre, M18 8PE and The Place at Platt Lane, Fallowfield, M14 7FB with working from home in line with flexible working policy.

**Position type:** Fixed Term for 12-months from appointment

**Working hours:** 37.5 hours over 5 days Monday – Friday with requirement to work occasional evenings and weekends.

### **Other details:**

1. 5% employer pension.

2. 25 days holiday plus 8 statutory bank holidays rising 1 day per year to a maximum of 30 days.
3. Plus 1 leave day for employee birthday and 1 wellbeing day accompanied by £100 wellbeing budget.
4. Sick-pay is 4-weeks full pay, 4-weeks half-pay followed by statutory sick pay (subject to satisfactory probation period).

### **Equal Opportunities:**

All partners strive to be an equal opportunities employer and celebrates diversity. We particularly welcome applications from people with disabilities, Black, Asian or Minority Ethnic backgrounds, LGBTQIA and from different socio-economic and educational backgrounds.

### **Application Process:**

Applicants should submit a CV and supporting statement outlining how you meet the person specification for the role. The document should be a minimum 12 font size and not exceed 4-side of A4. Along with HMHC Equal Opportunities form.

Closing date for applications is Monday 28<sup>th</sup> March strictly 12 noon with shortlisting taking place on Wednesday 30<sup>th</sup>.

Submit applications and HMHC Equal Opportunities form to [richbrowning@hmhc.co.uk](mailto:richbrowning@hmhc.co.uk)

To discuss the role, in the first instance, email [richbrowning@hmhc.co.uk](mailto:richbrowning@hmhc.co.uk)

Shortlisted applicants will be invited to interview on Wednesday 6<sup>th</sup> April with both in-person and online interviews available (Microsoft Teams).

## Job Description and Person Specification

### Background

**Healthy Me Healthy Communities** is a not-for-profit social enterprise founded in 2012 making a positive difference to people's health, lives and local communities. HMHC operates on the principles of coproduction, bringing together a range of partners, resources and assets for achieving positive outcomes in neighbourhoods across Manchester. At the heart of our work is involving people who benefit from our work, believing everyone has the skills and capacity for improving their own, families and communities' outcomes. HMHC deliver a range of food programmes including Community Grocers, No93 Café and training.

HMHCs' Strategic Vision is:

"Reducing health inequalities together"

So "everyone enjoying a long, healthy and happy life."

**The Place at Platt Lane** is a community library and resource centre run in partnership Friends of Fallowfield, One Manchester and Manchester City Council

Fallowfield Library & Community Resource Centre (branded as The Place at Platt Lane) is a charity established to retain the only local community building in the area. Fallowfield Library was earmarked for closure and a Charitable Interest Organisation (CIO) was formed to take over the lease of the building from Manchester City Council.

The vision is for a vibrant hub in the heart of the community providing a range of opportunities to support Learning, Skills, Employability, Education, Culture and Wellbeing as well as a space to retain a Community Library in the building.

**The Beacon Centre** located in Clayton is a community-led facility with ownership recently transferred from Manchester City Council to the newly established charity. The Beacon Centre is a new hub offering activities that improve health and wellbeing including a new Community Grocer.

All 3 partners have worked independently and together developing food responses pre, during and post pandemic. This new programme will deliver already identified food projects and develop new food responses. The postholder will be working with teams delivering community and food interventions in Clayton, Fallowfield and Gorton and linking with regional and city-wide networks.

### Key accountabilities

1. Co-ordinate the programme ensuring milestones and outcomes are met.
2. Coordinate regular partner meetings and quarterly learning workshops.

3. Explore and research current thinking and food-aid practices to inform programme delivery.
4. Develop and implement HMHC's new Gorton Community Grocer Hub.
5. Lead and make recommendations for a sustainable food-poverty response for The Place at Platt Lane.
6. Test, pilot and implement a sustainable food-poverty response for The Place at Platt Lane.
7. Recruit, train and supervise volunteers according to organisational processes and volunteer development plans.
8. Ensuring all food interventions are FSA and Health & Safety compliant.
9. Share learning with programme and wider partners.
10. Liaise and network with a range of stakeholders including residents, VCSE groups and organisations, housing and statutory partners.
11. Complete monitoring requirements for outcomes and impacts in line with external programme reporting requirements.
12. Carry out project administration and record keeping to the required standard.
13. Undertake other duties as required to meet the organisational needs

**For this post, successful candidates will need to demonstrate their skills and experience of the following:**

1. Experience of and working in a community development role.
2. Planning, delivering and monitoring community development programmes.
3. Excellent project and volunteer coordination skills.
4. Experience of day-to-day coordination of a community development projects.
5. Strong understanding of food-poverty including the causes, impacts and successful interventions for addressing food-poverty.
6. Strong interpersonal skills and the ability to identify, nurture and secure partnerships with a range of community, commercial and statutory partners and stakeholders.
7. Ability to compile and produce reports, presentations and documents.
8. Ability to plan and oversee multiple complex projects concurrently.
9. Strong understanding of and commitment to reducing multiple disadvantages, inequality, poor health and life outcomes.
10. Experience of compiling and presenting project monitoring and reporting to a wide range of stakeholders to evidence impact and support funding pipelines.
11. Excellent work ethic with the willingness to work flexibly and responsively to meet the needs of the organisation.
12. Good knowledge of IT packages including Microsoft Office, databases, email and social-media.
13. A good standard of education with evidence of professional development.
14. Willingness to undertake DBS check.
15. Entitlement to work in the UK at the point of the role commencing.

All post-holders must be able to demonstrate their commitment to:

- Health & Safety
- Reducing disadvantage

- Equal opportunities