



# JOB PACK

## Finance Manager

#WeAreFoodCycle

[www.foodcycle.org.uk](http://www.foodcycle.org.uk)

FoodCycle is an equal opportunities employer.



# ABOUT FOODCYCLE

FoodCycle has been nourishing communities with food and conversation for 15 years. Every week, thousands of volunteers across the country transform surplus food into healthy, nutritious meals for anyone that would like them, no questions asked. Each community meal offers a safe, warm space to enjoy a free cooked meal and company, which helps guests save on food and electricity bills.

At a FoodCycle community meal you'll see people from all backgrounds and walks of life, coming together. From low-income families, the elderly, refugees and those that may be homeless. Everyone is welcome at FoodCycle. By bringing people together in this way, FoodCycle is tackling hunger, loneliness, improving mental wellbeing, strengthening community spirit as well as promoting sustainable diets.

## OUR AIMS



### **Connect communities**

Help strengthen and build resilient communities by bringing people together to share healthy, delicious meals.



### **Support mental health and wellbeing**

Enhance the health and mental wellbeing of all by creating welcoming spaces for people from all backgrounds and walks of life to have conversations together.



### **Nourish the hungry**

Improve nutrition and reduce hunger by cooking healthy meals for those in need, leading to improved food knowledge and changes in behaviour.



### **Promote sustainability**

Change attitudes to food and society's impact on the environment by cooking with surplus ingredients.



### **Inspire change**

Share the virtues of our community dining model and the voices of our guests to gain greater support and speed our expansion, enabling us to help more people and more communities.

# A MESSAGE FROM THE CEO



Welcome - we're delighted to see that you're interested in joining FoodCycle. People are at the heart of everything we do from our volunteers, guests, supporters, organisations and of course our dedicated staff team.

Now in our 15th year of operation I'm sad to say that our meals are needed more than ever. 4.2 million children in the UK are growing up in poverty, 76% of our guests worry that their financial position will get worse and loneliness and lack of nutrition in diets is having a negative impact on both physical and mental health.

We know that community dining acts as a social anchor for many and has huge benefits to our guest's physical and mental wellbeing. We're on a mission to bring our community meals to as many towns and cities as we can and we need amazing people like you, to help us get there.

If you care about people, have a taste for nutritious food, and really want to make a difference to people, communities and the planet, then we think you'd fit right in!

*Sophie*

## 2023 IN NUMBERS

**127,587** COMMUNITY MEALS\* SERVED

**83** LOCAL COMMUNITIES SUPPORTED

**239** TONNES OF SURPLUS FOOD SAVED

**5,849** VOLUNTEERS DONATED  
**133,295** HOURS OF THEIR TIME

**214,461** HOURS SPENT ENGAGING WITH OUR GUESTS\*\*

**92%** OF FOODCYCLE GUESTS SAID THAT COMING TO A FOODCYCLE MEAL MAKES THEM FEEL HAPPIER

\*A community meal is a two or three course meal cooked and served by FoodCycle volunteers and eaten by our community of guests and volunteers.

\*\*total contact time through Community Meals, takeaway service or Check-in and Chat calls

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# Corporate Cooking Events Coordinator

## About the role

**Position Title:** Corporate Cooking Events Coordinator

**Reports to:** Senior Corporate Partnerships Manager

**Hours:** 7 hours per session (8.30am - 3.30pm or 11.00am - 6pm). Days and frequency of sessions variable, dependent on bookings

**Pay:** £12.00 per hour (Living Wage)

**Location:** Birmingham

**Contract:** Zero hours employee, fixed term contract for 12 months (to be reviewed after 9 months)

## Position Summary

FoodCycle is all about tackling food poverty and social isolation through connecting communities over a delicious plate of food. This role is an exciting opportunity to help support the mission of the charity through a programme of income-generating corporate cooking teambuilding challenges. We have been running these successfully in London for a number of years and are now looking to replicate the model outside London, starting with a pilot in central Birmingham.

We are seeking a motivated, energetic, people-orientated person who is looking for a flexible role that has the potential to grow, dependant on corporate bookings. If you have a love of food, strong organisational skills and enjoy creating fun and engaging teambuilding sessions, then this is the role for you!

## Roles and Responsibilities

- Facilitate and run Food Invention Challenges in a kitchen facility in central Birmingham, collaborating with corporate teams, local stakeholders and venue
- Coordinate event logistics such as venue and equipment setup, food collection and meal deliveries to local community organisations
- Create a warm, engaging environment during session, and able to confidently talk about FoodCycle mission as a charity.
- Ensure that the cooking sessions adhere to health and safety regulations
- Collaborate with the Fundraising Officer to plan Food Invention Challenges, ensuring alignment with organisational goals and objectives

## Person Specification

<p><b>Proven Experience of</b></p>	<ul style="list-style-type: none"> <li>• Ability to talk to people confidently about organisation mission</li> <li>• Being customer service orientated</li> <li>• Great organisational skills, with an ability to log and file important data accurately</li> </ul>	<ul style="list-style-type: none"> <li>• Relationship building with corporates</li> <li>• Working in kitchens / hospitality</li> </ul>
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	<ul style="list-style-type: none"> <li>• Confidently leading a cooking team / team building event</li> </ul>	
<b>Skills, knowledge, ability</b>	<ul style="list-style-type: none"> <li>• Excellent organisational and project management skills</li> <li>• Effective communication and interpersonal skills, with the ability to work collaboratively, as well as engage diverse groups of people</li> <li>• Previous experience in event coordination or project leadership</li> <li>• Knowledge of health and safety regulations related to food handling and event management</li> <li>• Knowledge of cooking</li> </ul>	<ul style="list-style-type: none"> <li>• Food Safety Level 2</li> <li>• First Aid at work qualification</li> <li>• Strong system administration</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Enjoys working with variety of people and confident to speak publicly</li> <li>• Flexibility to work ad hoc hours based on event schedules and availability of corporate clients</li> <li>• Resilience and adaptability in navigating challenges and overcoming obstacles</li> <li>• Self-motivated and able to work with minimal supervision</li> </ul>	
<b>Values</b>	<ul style="list-style-type: none"> <li>• Honest and trustworthy</li> <li>• Commitment to FoodCycle's charitable objectives and ethics</li> <li>• Open</li> <li>• Balanced and fair</li> <li>• Passion for food and people</li> </ul>	

## Working at FoodCycle

**Holidays:** 26.5 working days (this includes 3.5 days for the Christmas close down), pro rata based on FTE/working hours. Plus additional holiday for length of service, up to a maximum of 30 days (pro rata).

**Pension:** Staff are automatically enrolled after three months into our pension scheme unless you choose to opt out.

**Flexible working:** We encourage flexible working and allow staff to manage their own schedules. Some roles will require occasional evening and weekend working.

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**Health Care:** Allows staff to claim money back on healthcare bills and includes access to telephone counselling and online GP appointments.

**Wellbeing Hour:** Staff are encouraged to one hour per week (on top of their regular break time) to use for their personal wellbeing. This could involve taking a walk, going to the gym or having a longer lunch break.

**Training:** We believe in the development of our staff - we are committed to providing relevant training and development opportunities to all staff.

**Equipment:** Whilst working with FoodCycle you will be provided with a work mobile and laptop.

**Equal Opportunities:** FoodCycle is an equal opportunity employer and values diversity.

**London Head Office:** For those that live within commutable distance of Vauxhall, we have a Head Office where you can choose to work from.

**Team away days and socials:** With a workforce based all over the UK we have annual all team in-person, away day, team get-togethers, regional socials, virtual all team check-ins and informal on-line catch-ups – we've even started a virtual book club!

The role advertised is 'Regulated Activity' and as such is not exempt from the Rehabilitation of Offenders Act 1974 . Successful candidates will be subject to an enhanced DBS disclosure check

## Applying for this role

**What to send:** A cover letter stating how you meet our person specification and a CV

**Deadline for your application:** 11.59pm on 7<sup>th</sup> May 2024.

**Shortlisted candidates will need to complete a 30 minute task prior to being invited to interview.**

**Interviews will take place:** w/c 13<sup>th</sup> May 2024

## Safeguarding Statement

Safeguarding is everyone's business – FoodCycle is committed to safeguarding and promoting the welfare / wellbeing of children, young people and adults at risk. It expects all staff and volunteers to share this commitment.

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