

# Strategic Partnership and Development Lead Information Pack

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## Job Details

<b>Job title:</b>	Strategic Partnership and Development Lead
<b>Reporting to:</b>	Director
<b>Direct Line Reports:</b>	1
<b>Contract Type:</b>	Permanent contract
<b>Hours:</b>	Negotiable (30-37.5 hours)
<b>Work Pattern:</b>	Negotiable (Mon-Fri)
<b>Salary:</b>	£37,340 - £44,341 FTE
<b>Location:</b>	New Lairdship Yards, Broomhouse Road, Edinburgh, EH11 3UY Regular travel to our community hub in Craigmillar required.

## The Application Process

**Application deadline:** 5pm, Monday 19 August 2024

**Interview date:** 29 August 2024

**Interview location:** In person, Edinburgh

**Interview format:** 45-minute interview. Competency-based questions will be sent out to candidates in advance of the interview together with timings and information about the selection panel. There will also be a task to complete relevant to the job.

**To Apply:** Please send your CV of **no more than two sides of A4** to [recruitment@edinburghfoodproject.org](mailto:recruitment@edinburghfoodproject.org) together with a statement of **no more than two side of A4** telling us how you meet the Person Specification and why you are interested in working with us here at Edinburgh Food Project.

Please also complete our [Equality and Diversity monitoring form](#)

## Entitlement to work in the UK

A job offer will be subject to confirmation that you are permitted to work in the UK in accordance with the provisions of the Asylum and Immigration Act 1996. You will be asked to provide evidence of your entitlement to work in the UK if you are successful and an offer of employment is made. Please note that Edinburgh Food Project does not hold a sponsor licence and, therefore, cannot issue certificates of sponsorship under the points-based system.

## About Edinburgh Food Project

Edinburgh Food Project is within a period of rapid change as we work towards a future without the need for foodbanks.

### Vision

An Edinburgh without poverty, where everyone has what they need to thrive.

### Mission

To provide food and other everyday essentials, support, and advice, while working with individuals, communities, and partners to address the root causes of poverty.

### Values

#### DIGNITY

- We recognise the importance of the power to choose what, where, when, how, and with whom you eat and how and when you interact with services.
- We involve people with lived experience in our decision-making and provide opportunities to contribute.

#### RESPECT

- We treat individuals as a whole person.
- We listen and are understanding of people's situations and will respect the choices they make.
- We recognise difference and respond in a way that respects people and their protected characteristic or social situation.

#### INTEGRITY

- We conduct ourselves with integrity and ensure our work is of the highest quality.
- We are transparent, accountable for our actions and are committed to learning from experience.

#### POSITIVITY

- We act with unconditional positive regard, and always assume the best of people and situations.
- We do not accept the status quo.
- We hold to a belief in a better future and that there is a way to achieve it.

## Strategic Objectives and Activities

### RELIEF

To offer dignified immediate relief to people experiencing poverty

We provide food parcels containing enough for three meals a day for three days together with other everyday essentials e.g. toiletries, household, and pet items to people referred to our seven foodbanks across the city.

We also provide Emergency grants through the Money Advice Service such as fuel, crisis, and clothing grants.

### SUPPORT

To offer support and advice to people experiencing poverty

We aim to support people beyond the initial provision of food and other items. Our Money Advice Service provides a dedicated phone line, outreach support at our foodbank centres, and engages in casework to help people with individual issues including benefit advice and appeals.

We also invite other organisations to provide drop-in support at our foodbank centres, make referrals and signpost to other sources or help, and work with partners on delivering additional community activities.

### CHANGE

To advocate for societal change

We add our voice to campaigns by the Poverty Alliance, Trussell Trust, Joseph Rowntree Foundation and others, share our learning and data, and lead by example as an employer.

We include people with lived experience in everything we do, and safeguard those we work with.

“The foodbank was there when we really needed it, it was an absolute lifeline.”

“I have a passport now and birth certificate. I won my appeal for PIP... A massive thanks to you and EFP.”

“You have made my day today, thanks for being so helpful.”

## Job Description

### Purpose of Role:

We are committed to fostering impactful partnerships that amplify our work. This role plays a pivotal role in cultivating strategic alliances with organisations that share our values. The successful candidate will be responsible for establishing collaborations, driving joint initiatives, and influencing policy direction to directly benefit the people we support.

This position offers the opportunity to champion evidence-based change, ensuring our work is grounded in a strong foundation of data and impact measurement. Furthermore, the role emphasises empowering the voices of the people we support by actively integrating their perspectives into service development and delivery.

### Responsibilities and Duties

#### 1. Impactful Partnerships

- **Shape Strategic Alliances:** Identify and connect with organisations aligned with EFP's mission to develop mutually beneficial partnerships.
- **Drive Collaborative Initiatives:** Lead the development and execution of joint projects, workshops, or conferences with partners, fostering deeper collaboration and amplifying impact.
- **Develop Trusting Relationships:** Build strong connections with public bodies to influence policy direction and secure change that directly benefit the people we support.

#### 2. Change and Learning

- **Anticipate Change:** Continuously monitor the political landscape and policy developments to inform strategy and keep the team updated.
- **Share our Voice:** Proactively seek opportunities to add EFP's voice to campaigns and movements for change that align with our vision.
- **Champion Evidence-Based Impact:** Lead EFP's evaluation and impact monitoring, establishing a robust evidence base to inform organisational growth and demonstrate the wider project delivery impact.

#### 3. Participation

- **Increase Participation:** Strengthen initiatives that actively involve the people we support in shaping EFP services. Implement inclusive engagement practices across all services to capture the diverse perspectives of those we serve.
- **Integrate the Voices of people we support:** Embed the voices of those we support into all aspects of our work. Proactively seek new data and insights from similar services to ensure our services are truly responsive to people's needs.

#### 4. Strategic Change Initiatives

- **Lead development initiatives:** Play a pivotal role in driving impactful change initiatives that align with EFP's ambitions. Utilise your project management skills to plan, implement, and evaluate these initiatives.
- **Foster a Culture of Change:** Actively engage stakeholders, address concerns, and build consensus around new initiatives. Communicate change effectively through various channels, ensuring transparent and inclusive processes.

## Person Specification

### Essential Criteria

1. Significant experience of working collaboratively and fostering successful partnerships
2. Experience of change management
3. Experience in leading organisation evaluation and development
4. Experience of engaging people with lived experience in participation activities
5. Significant experience of managing budgets, resources and deadlines
6. Knowledge of the political landscape relevant to EFPs work
7. Excellent interpersonal skills and the ability to communicate effectively with a wide range of stakeholders
8. Excellent report writing and presentation skills

### Desirable Criteria

1. Experience influencing policy development
2. Strong project management skills, from planning to execution and evaluation
3. Experience and understanding of the voluntary sector
4. Demonstrable commitment to the aims and principles of Edinburgh Food Project
5. A valid driving licence and own vehicle

## Employee Benefits

### Compensation

- We are an accredited Living Wage Employer
- Competitive salary

### Holiday

- 34 days annual leave, which includes 9 bank holidays

### Pension

- We'll automatically enrol you into our pension scheme
- We offer a 4% minimum employer contribution and will match your contribution up to a maximum of 8%
- You'll need to pay at least 4% too, but you can opt to add more for the tax benefits!
- You can opt out if you'd prefer not to have a pension at all

### Business Travel

- 45p per mile paid for business travel

### Learning

- Learning budget for training courses and conferences
- Access to over 200 free courses

### Health and Wellbeing

- Generous paid sick leave for both physical and mental health
- 1 week full pay in your probationary period
- 4 weeks full pay followed by 9 weeks half pay and up to 2 years income protection at half pay
- Access to Edinburgh Bicycle Co-op's Bike to Work Scheme
- Unlimited mental health consultations (for mild to moderate conditions), lifestyle coaching and wellbeing assessments
- Monthly wellbeing hour

### Family

- Maternity pay – 1<sup>st</sup> 16 weeks full pay, 2<sup>nd</sup> 16 weeks half pay
- Paternity pay – 5 weeks full pay
- Paid adoption and shared paternal leave also available

### Death in Service

- 3x your annual salary
- Access for you and eligible family members to financial support, legal support, wellbeing content, and discounts and savings

