



JOB PACK

Schools Coordinator



#WeAreFoodCycle

www.foodcycle.org.uk

FoodCycle is an equal opportunities employer.

ABOUT FOODCYCLE

Week in, week out we nourish the hungry and lonely in our communities with delicious meals and great conversation, using food that would otherwise go to waste. Our Projects are run by thousands of skilled, trained and dedicated volunteers who create tasty meals to be shared by the local community. We believe that everyone has a right to good food and company without probing questions and FoodCycle welcomes people from all backgrounds and walks of life.

WE AIM TO:

- Connect communities
- Support mental health and wellbeing
- Nourish the hungry
- Promote sustainability
- Inspire change

WHY WE'RE NEEDED

14.5 million people are in poverty

A report from the Joseph Rowntree Foundation states that 1 in 5 of the UK population (22%) is living in poverty. Following the removal of the £20 increase to Universal Credit and Working Tax Credit, and with energy tariffs and tax bills set to rise, British families face the prospect of having to endure the worst cost of living crisis for 30 years. The full impact of the pandemic is yet to hit home but it is predicted that it will further increase levels of destitution and 61% of FoodCycle guests are already reporting that they struggle to pay bills.

Loneliness is rife after the pandemic

Half a million older people go at least five or six days a week without seeing or speaking to anyone at all and 70% of FoodCycle guests said that they sometimes or often felt lonely. The pandemic meant people have spent even more time on their own and they are missing human connection and social interaction. A FoodCycle guest from Islington says "I haven't been outside for most of covid and I have been so excited to get back to FoodCycle to see my friends, I really missed seeing them every week. I feel like I am ready to start living again."

Good food is still going to waste

A WRAP report estimates that a UK household wastes on average the equivalent of 8 meals a week. Whilst we are getting better at reducing food waste, we are still throwing away 4.5 million tonnes of perfectly good food each year,[VM1] with a value of £13.8 billion. The carbon associated with this food is equivalent to that generated by one in five cars on UK roads.

Nutrition improves wellbeing

Results from a national survey published in the American Journal of Public Health, showed that frequent fruit and vegetable consumption can increase happiness, life satisfaction and wellbeing in just two years. 81% of our guests said that they eat more fruit and vegetables because of FoodCycle and 84% said that the meals have given them the chance to try new foods.

Supporting the UN's Sustainable Development Goals

The 17 Sustainable Development Goals (SDGs) are an urgent call for action by all countries, recognising that ending poverty and other deprivations must go hand-in-hand with strategies that improve health and education, reduce inequality, and spur economic growth – all while tackling climate change and working to preserve our oceans and forests. FoodCycle's work contributes to multiple goals by tackling food poverty, food waste, bringing communities together and supporting health and wellbeing.

2022 IN NUMBERS



495,930 MEALS*
SERVED



62 LOCAL COMMUNITIES
SUPPORTED

208 TONNES OF SURPLUS
FOOD SAVED



3,123 CHECK-IN AND CHAT
TELEPHONE CONVERSATIONS

5,458 VOLUNTEERS DONATED
91,688 HOURS OF THEIR TIME



126,217 MINUTES SPENT ENGAGING
WITH OUR GUESTS**

86% OF FOODCYCLE GUESTS SAID THAT COMING
TO A FOODCYCLE MEAL MAKES THEM FEEL
PART OF THEIR COMMUNITY

*equivalent meals, based on the assumption of an average meal weighing 420g (FSA 2008)

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

FoodCycle is a company limited by guarantee (number 7101349) and a registered charity in England and Wales (number 1134423).

Schools Coordinator

About the role

Position Title: Schools Coordinator

Contract: Fixed-term for 12 months

Reports to: London Area Manager

Hours: 22.5 hours per week (0.6 FTE)

Pay: £28,500 per year pro rata (£17,100) inclusive of London Weighting

Location: Home based/Office in Vauxhall + Delivery based in allocated schools in London

Position Summary

This is an exciting opportunity for someone with a passion for food and community to be a part of FoodCycle's pilot programme, delivering Community Meals in schools across London. As Schools Coordinator, you will lead and manage weekly family meals at your allocated schools (2-3 evenings per week) as well as coordinate all aspects of the projects, from volunteer management to food surplus supply. Our Projects in schools will be spaces where families of primary school children can gather at the end of the school day to enjoy a free nutritious meal and be among the school community. You will manage local relationships with schools, community partners, supermarkets and volunteer recruitment channels to enable this to happen. An excellent communicator, you will manage the volunteers at each Project ensuring they are trained, supported and on-message with FoodCycle strategy, and sustain positive relationships with key school contacts and families.

Roles and Responsibilities

1. School meal facilitation – lead all aspects of 2-3 weekly early evening meals in schools, managing teams of volunteers in the kitchen and dining hall to cook and serve a free, nutritious, vegetarian meal to families within the school community.
2. Schools partnership – liaise and build strong relationships with schools to enable them engage with community meals and further support our work, keeping costs and disruption to a minimum.
3. Volunteer management and recruitment – directly manage and support a full team of volunteers at allocated FoodCycle Projects in schools.
4. Families – ensure that all guest experiences are positive and continue guest outreach in collaboration with the schools to ensure as many people as possible can access our meals safely.
5. Safeguarding - 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.
6. Monitoring and evaluation – supported by the London Area Manager and Head of Programmes, ensure impact and outputs monitoring takes place across the pilot programme.
7. Communications – working with the Communications team to manage volunteer communications for your Projects, including monthly content for newsletters, updating the website, social media and other channels. Be an advocate for FoodCycle at external meetings.
8. Supermarkets and Independent store relationships – Develop supermarket and local store relationships at a community level to support access to surplus food.
9. Policies and Procedures – ensure you are fully familiar with all of FoodCycle's policies and procedures, and that you encourage your volunteers and guests to be aware of policies and procedures that are relevant to them.
10. CRM Systems - Updating Salesforce with relevant project data including volunteers, surplus food

suppliers, venue data, weekly project reports and key relationship management data.

11. Support the rest of the Programmes team with ad hoc duties aligned with Food Cycle objectives.

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Working at FoodCycle

Holidays: 26.5 working days (Inclusive of Christmas close down), plus bank holidays (pro-rata for part-time).

Benefits: Staff benefit from our private medical package and our pension scheme, available after three months. Staff also benefit from additional holidays with long service.

Flexible working: We love flexible working! You will be on a flexible working contract, which means that you get to plan your week. Some weekend and evening work will be required, and time off in lieu can be taken during the week.

Team working: We are a small but great team – super supportive and always willing to help each other out.

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

Inclusivity: FoodCycle is an equal opportunity employer, and we value diversity and inclusion.

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

Applying for this role

How to apply: Please upload a CV of no more than two sides, and a covering note/letter of no more than two sides explaining why you are suitable for the role, via our vacancy website.

FoodCycle is an equal opportunity employer, and we value diversity and inclusion. We are a Disability Confident Scheme member. Please email our Recruitment inbox if you require assistance or adjustments when applying: recruitment@foodcycle.org.uk

Please note that you will need to have existing Right to Work in the UK to apply for this role. We do not hold a sponsor licence therefore we are unable to provide Visa sponsorship.

Shortlisted applicants will receive an online competency test before invitation to Interview.

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".



Person Specification

	Essential Criteria	Desirable Criteria
Proven Experience of	<ul style="list-style-type: none"> • Experience of working with primary school-aged children or families, in school or other setting • Experience of programme planning, delivery and development including community led/owned programmes • Experience of working to targets and inspiring volunteers to work to targets • Monitoring and evaluating projects and reporting to external and internal stakeholders • Experience of recruiting and managing volunteers and managing programmes that support vulnerable beneficiaries • Experience of building relationships with a range of stakeholders – other charities, local authorities, funders and local champions and enhancing shared community assets • Experience of devising and delivering volunteer training sessions 	<ul style="list-style-type: none"> • Experience of working within or in partnership with schools • Volunteer Management Qualification • Managing budgets, experience of working with finance systems and supporting volunteers to use finance systems • Experience of health and safety, risk assessment and risk management. • Experience of working with child protection and vulnerable adults and following safeguarding policies • Experience in hospitality or food businesses • Experience working from home or in the field
Skills, knowledge, ability	<ul style="list-style-type: none"> • Able to network effectively, identify new opportunities for project openings and bring them into fruition • Strong team leader and team worker • Excellent written and verbal communication skills • Ability to work with CRMs and databases. • Good organizer – ability to manage multiple Projects and build teams with a wide variety of people • To think and plan strategically 	<ul style="list-style-type: none"> • Expertise in food sustainability, food poverty and/or social isolation issues • Knowledge of Salesforce • Knowledge of health and safety, risk assessment and risk management. • Knowledge of keen importance of nutrition especially with plant based diets and or adults and children at risk

Personal Attributes	<ul style="list-style-type: none"> • Personable and warm • Self-Starter • Strong communicator and good listener • Results orientated • Willing and able to travel within London for the role • Willing and able to work regular evenings • Live in (or relocating to) an area that allows the travel the role requires 	
Values	<ul style="list-style-type: none"> • Honest and trustworthy • Commitment to FoodCycle's charitable objectives and ethics • Open • Balanced and fair • Passion for food and cooking 	