



Job Description

Post:	Project Worker
Responsible To:	Project Manager
Responsible For:	Volunteers

Job Purpose

To develop and deliver a range of community programmes utilising growing and cooking to help address a range of social issues in communities across Northumberland.

Main Duties

The following list is typical of the level of duties which the post holder will be expected to perform. It is not necessarily exhaustive & other duties of a similar type and level may be required as instructed by the Project Manager.

- To be responsible for the day to day delivery of FCFP Growing & Cooking Programmes, within an agreed budget including the over-seeing and all development ,planning, risk/assessments management of volunteers , delivery of projects, monitoring and evaluation
- To source and support participants, motivating and empowering them in their participation in the project
- To develop and implement new and exciting ways to engage, recruit, support and organise a wide range of members and volunteers
- To be responsible for overseeing the efficient running of the FCFP community allotment & kitchen garden
- Working in partnership with a range of external partners develop new projects & initiatives in response to community needs
- Ongoing recruitment induction support and retention of volunteers for a range of projects Including delivering induction and regular supervision procedures
- To implement the organisations all policies & procedures
- To implement the organisations outcome monitoring procedures and capture evidence to demonstrate impact



- To work with the Project Manager to identify and secure funding for future projects
- To represent FCFP on external bodies where appropriate & network with organisations/agencies to further develop the work of the organisation.
- To develop, implement & review monitoring systems to demonstrate the performance of the organisation and to meet funders' requirements.
- To prepare reports on the progress of FCFP as required and attend Trustee Meetings if/when required to do so.
- To ensure Health & Safety and Safeguarding of staff volunteers and beneficiaries at all times.
- To participate in learning & development activities as appropriate.
- To manage and update FCFP Social Media accounts in line with relevant policies and procedures.

Appointment will subject to a satisfactory Enhanced DBS Check plus completion of a 3 month trial period.



Person Specification

Factor	Essential	Desirable
Education/Qualification	<ul style="list-style-type: none"> • Educated to a Good Standard • Qualified Youth Worker 	<ul style="list-style-type: none"> • Food Hygiene Certificate Level 3 *
Experience	<ul style="list-style-type: none"> • Experience of working &/or volunteering within a youth/ community environment • Knowledge of safeguarding procedures re delivering projects involving young people and vulnerable adults • Experience or working within/delivering grant funded projects in communities experiencing social disadvantage • Experience of working with vulnerable adults/children • Experience of recruiting supporting managing and retaining a team of Volunteers. • Experience of working with a wide range of agencies/ organisations in the statutory, voluntary and private sectors • Experience of planning and managing promotional /fundraising events. • Experience of working effectively as part of a small team 	<ul style="list-style-type: none"> • Experience of volunteering and /or delivering cookery/gardening projects. • Trained re Equality and Diversity. • Experience of completing risk assessments re projects. • Experience of delivering presentations.
Skills/ Knowledge/ Aptitudes	<ul style="list-style-type: none"> • Excellent communication skills • Confident and well presented with excellent influencing skills 	<ul style="list-style-type: none"> • Knowledge of food, its sourcing, use and opportunities for food-based enterprise.



	<ul style="list-style-type: none"> • Excellent networking skills with the ability to network with a wide range of internal and external stakeholders • Must be self-motivated able to work with minimal supervision and be able to priorities own work load in order to achieve targets/objectives. • Knowledge of the issues of food poverty, food waste & diet related ill-health in Northumberland • Knowledge of safeguarding requirements. • Ability to develop new innovative projects on behalf of FCFP in line with their aims. • Ability to deliver agreed targets /outputs in line with funding requirements. • Well organised with excellent administration skills. • Excellent IT skills required. • Able to produce high quality reports /case studies to demonstrate the impact of FCFP projects. • Knowledge of Health & Safety at work. 	<ul style="list-style-type: none"> • Experience of gardening /recycling/permaculture • Knowledge of Food Safety Legislation • Knowledge of data protection legislation. • Ability to use Social Media to promote the project. • Ability to manage/update websites • Ability design and produce high quality promotional material to promote projects /events • Knowledge of Google Mail applications. • Knowledge/experience of working with other Third Sector Organisations in Northumberland • Experience in completing successful fundraising applications. • Trained re Safeguarding • Trained re manual lifting and handling.
<p>Additional Requirements</p>	<ul style="list-style-type: none"> • Sympathy with FCFP's aims 	



	<ul style="list-style-type: none">• Appointment will be subject to the successful applicant undertaking an Enhanced DBS Check.• *Willing to obtain a Level 3 Food Hygiene Certificate on appointment * to be paid for by FCFP. Willing to undergo further training and development as required.• Willing to attend a Lifting and Handling Course.• Able to meet the travel requirements of the post.• Able to work flexibly to meet the needs of the role including some evenings /weekends for which TOIL will be taken in line with the FCFP Staff Handbook.• Willing to deliver projects/events outdoors as /when required.• Able to manage petty cash /payment of volunteers expenses.	
--	--	--