**Bassetlaw Food Insecurity Network Coordinator**

**Job Description**

**Hours: 37.5 hours per week**

**Salary: £24,000**

**Accountable to: To be confirmed**

**Contract Term: 1 year fixed term contract (also available as a secondment with agreement from current employer)**

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| **Job purpose** | To lead and support the establishment and development of the Bassetlaw Food Insecurity Network (BFIN) across Bassetlaw. Support new groups to set up and established groups to further develop to address and reduce food insecurity and sustainability across Bassetlaw. The role will support groups to connect, share good practice and intelligence and become more sustainable.  |
| **Key responsibilities** | 1. Identify and map related community assets, support, information and skills in relation to food insecurity in Bassetlaw and identify where gaps exist
2. Support new groups to set up and established groups to further develop to address and reduce food insecurity and increase sustainability across Bassetlaw
3. To lead and support the establishment and development of the Bassetlaw Food Insecurity Network (BFIN) across Bassetlaw and develop a partnership with the Feeding Britain Network
4. Build links with existing groups and partner agencies; work together to influence decisions to tackle Food insecurity
5. Promote and support information available and raise profile and awareness of Food insecurity support available
6. Feed into development and implement of a marketing and communications plan for the BFIN
7. Be accountable and report to the Nottinghamshire Food Insecurity Network, related subgroups, BFIN and BCVS leadership team
8. To support ‘Your Health Your Way’ in the roll out of the service locally through VCSE groups, specifically raising VCSE awareness of commissioned support available around nutrition and weight management for our community and ensuring underrepresented groups are included
9. To act as a point of contact for local people and organisations that want to engage and support the work of the BFIN
10. Produce reports for BFIN and funders as required
11. Work with the collaborative to identify additional funds that could support this work
12. Work in a proactive way to address and embed Sustainability, Inclusion Diversity and Equality all areas of work
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| **Key accountabilities** | 1. Lead and coordinate the work of the BFIN
2. Provide accurate information to allow proper performance management of NCC contract
3. Ensure effective, positive communications with the BFIN and the wider community
4. Demonstrate a proactive, flexible and responsive approach to own performance and the role within a changing environment
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**December 2021**

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|  |  **Person Specification** | **Essential** | **Desirable** |
| **Education and Knowledge** | 1. Educated to level 3 (A level) or equivalent
2. Understanding of inclusion, diversity and equality impact on local communities and the voluntary sector
3. Understand the roles and functions of local voluntary and public sector organisations
4. Understand Nottinghamshire and its diverse communities
5. Knowledge of the impact of Food insecurity and current measures / support in place to address this in Bassetlaw
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| **Experience** | 1. Two years’ recent experience working in or with a community or voluntary or public sector setting
2. Leadership and delivery of projects and/or programmes of work
3. Partnership working with statutory organisations and the community & voluntary sector
4. Experience of communicating with a wide range of stakeholders
5. Developing and delivering new initiatives in the community and voluntary sector and evaluating their outcomes
6. Writing and presenting committee reports
7. Using problem solving techniques in addressing complex and emerging issues in localities
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| **Personal skills and general competencies** | 1. Excellent communication skills including listening, writing and verbal
2. Evaluation and impact measurement skills
3. Ability to work collaboratively with a range of stakeholders
4. Good project/programme management skills
5. Compassion and the ability to empathise with people's life experiences
6. Ability to meet agreed objectives and delivery targets by the effective use of resources
7. Interpersonal skills, to engage, consult, and develop constructive relationships with others including partners
8. A high level of personal drive and commitment to excellent customer care and the ability to set an example for other staff
9. Ability to drive/car owner and be willing to travel across the district
10. Must be able to work in a small flexible team
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