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**GOOD FOOD PROGRAMME DIRECTOR**

**JOB DESCRIPTION**

**Job Title**: Good Food Programme Director

**Main purposes of job**

* Team Leader for the management and development of Feeding Liverpool
* Senior lead executive responsible for delivering the Good Food Plan
* Figurehead and key contact for Feeding Liverpool and the Good Food Plan

**Key responsibilities**

* To exercise critical thinking in relation to food insecurity and Good Food
* To oversee the delivery and the continued evolution of the Liverpool Good Food Plan
* To engage with relevant stakeholders locally and nationally
* To stimulate and encourage the emergence of projects and programmes
* To oversee the management of contracts and partner relationships
* To synthesize research, data, lived experience and policy
* To promote the values and principles of Good Food Plan working
* To work with the Trustees to lead the organisational aspects of the alliance, including staff management, and to monitor the sustainability of the organisation

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**Key tasks**

* To supervise other Feeding Liverpool staff members in the exercise of their responsibilities and ensure that these are carried out efficiently and effectively
* To develop and ensure good lines of communication with Good Food Plan stakeholders
* To oversee the Feeding Liverpool and Good Food Plan communications and social media policies and processes
* To ensure that there are adequate monitoring and reporting systems in place for the Good Food Plan

**General responsibilities**

* To work collaboratively with trustees and team members
* To promote the ethos of Feeding Liverpool
* To encourage the development of staff members and volunteers
* To maintain confidentiality at all times in respect of Feeding L9iverpool matters and prevent disclosure of confidential or sensitive in formation.

**Reporting to**: Feeding Liverpool Trustees

**Hours of work:**  30-40 hours per week (subject to negotiation) Some evening/weekend work may be involved.

**Salary**: c. £40k p.a. *pro rata*

**PERSON SPECIFICATION**

*Each of the following criteria will be assessed via: (A) application form; (I) interview; AS) assessment*

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|  | **Essential requirements** | **Desirable requirements** |
| **Qualifications** | * Educated to degree level (A)
 | * Relevant postgraduate degree (A)
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| **Experience** | * Senior management level experience (A/I)
* Experience of working with or in local and regional governance (A/I)
* Experience of leading strategic vision and delivery models (A/I)
* Experience of conducting qualitative research (A/I)
* Experience of setting up monitoring systems (A/I)
* Experience and competence in using the Internet (A/I)
* Experience of using social media and liaising with journalists (A/I)
* Experience of and competence in using Zoom, Teams, WhatsApp and other virtual meeting platforms (A/I)
* Experience and competence in handling Microsoft office packages and Outlook (A/I)
 | * Published articles and experience of media presentations relevant to food insecurity (A/I)
* Experience of leading projects relating to food with deliverable outcomes (A/I)
* Experience of working with community and faith organisations involved in front line delivery of food projects (A/I)
* Experience of management of budget controls and financial planning (A/I)
* Experience of devising and delivering training (A/I)
* Experience of working with a board of charity trustees (A/I)
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| **Knowledge** **and** **skills** | * Excellent interpersonal and influencing skills with experience of building and managing senior stakeholder relationships and working collaboratively in coalitions (A/I)
* Excellent verbal and written communication skills with an ability to engage with people effectively at all levels (A/I)
* Leadership and team working skills including the ability to motivate staff and volunteers and to pitch in at all levels of work (A/I)
* Good time management (A/I)
* Ability to handle a range of diverse tasks and prioritise according to demands and respond quickly to changing circumstances, demands and opportunities (A/I)
 | * Good knowledge of Liverpool, its neighbourhoods and their socio-economic and environmental standing (A/I)
* Good knowledge of the city’s public, voluntary, community and faith sectors (A/I)
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| **Personal** **qualities** | * A personal commitment to work against food poverty (A/I)
* Pays close attention to detail (A/I)
* Ability to deal with personal information maintaining strict confidentiality (A/I)
* Demonstrates a friendly, sensitive, co-operative and diplomatic manner (I)
* Ability to remain calm under pressure (I)
* Works well within a team environment (A/I)
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| **Work related circumstances** | * In sympathy with the values of Feeding Liverpool and the Good Food Plan (I)
* Ability to work flexibly, including unsocial hours, according to the demands of the role (A/I)
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