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**GOOD FOOD PROGRAMME NETWORK CO-ORDINATOR**

**JOB DESCRIPTION**

**Job Title**: Good Food Programme Network Co-ordinator

**Main purposes of job**

* Bringing people and organisations together to collaborate on delivering the Good Food Plan
* Co-ordinating communications for Feeding Liverpool and the Good Food Plan
* Sustaining the social media conversation on the Good Food Plan
* To support the development of Feeding Liverpool

**Key responsibilities**

* To produce, edit and coordinate Feeding Liverpool and the Good Food Plan’s external communications
* To use creative methods of engagement to build the membership of Feeding Liverpool
* To oversee the operational running of Feeding Liverpool’s events
* To coordinate Feeding Liverpool’s communications with trustees
* To coordinate Feeding Liverpool’s monitoring requirements
* To support the management of contracts and partner organisations
* To support the development and to maintain good filing systems and audit trails

**Key tasks**

* To oversee the production of a regular news bulletin and communications with network members
* To maintain and develop Feeding Liverpool’s and the Good Food Plan’s social media accounts (Twitter, Facebook and Instagram)
* To oversee the management of Feeding Liverpool’s website
* To maintain and keep accurate records of meetings and decisions made by trustees and actions taken
* To be responsible for distributing associated papers to trustees for meetings
* To effectively prepare, organise and manage the preparation of papers for the Annual General Meeting
* To oversee the coordination of post-event communications

**General responsibilities**

* To work collaboratively with team members and trustees
* To assist in the general efficient operation of Feeding Liverpool
* To maintain confidentiality at all times in respect of Feeding Liverpool matters and to prevent disclosure of confidential or sensitive information.
* To promote the ethos and values of Feeding Liverpool
* To assist the Programme Director with tasks as required

**Reporting to**: Good Food Programme Director

**Hours of work:**  22.5 hours per week (at least, subject to negotiation) Some evening/weekend work may be involved.

**Salary**: c.£25k 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** | * GCSEs and A levels (A) | * Educated to degree or diploma level (A) |
| **Experience** | * Experience of administration (A/I) * Experience of event organisation (A/I) * Experience of the voluntary and community sector (A/I) * Experience and competence in using the Internet (A/I) * Experience of using social media (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) | * Experience of media presentations relevant to food insecurity (A/I) * Experience of working with community and faith organisations involved in front line delivery of food projects (A/I) * Experience of working with volunteers (A/I) |
| **Knowledge**  **and**  **skills** | * Knowledge of issues relating to food insecurity (A/I) * Excellent interpersonal skills (A/I) * Excellent verbal and written communication skills (A/I) * Strong networking skills (A/I) * Good time management (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) |
| **Personal**  **qualities** | * A personal commitment to work against food poverty (A/I) * Ability to work as part of a team (A/I) * Pays close attention to detail (A/I) * Demonstrates a friendly, sensitive, co-operative and diplomatic manner (I) |  |
| **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) |  |