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**DEVELOPMENT OFFICER JOB DESCRIPTION**

**Job Title**: Development Officer

**Background**

Feeding Liverpool is the city of Liverpool’s food alliance, connecting and equipping people and organisations to work towards good food for all. We want to create a city where everyone can eat good food, no matter who they are and where they live.

Our aims are to:

* Create arenas for practitioners to share, learn together and shape good practices in relation to good food for all
* Draw on experiences from the ground to contribute to and influence policy debates and decisions locally and nationally
* Raise awareness and develop greater public understanding of food policy and related issues

One particular aspect of our role is to provide what Bishop Paul Bayes describes as a ‘line of sight to the street and back’. We want to ensure the voices of people who have first-hand experience of hunger and food insecurity, and of those who are working in our communities to tackle poverty, are heard by our local and national policy makers.

**Purpose of the role**

The Development Officer will grow and develop Feeding Liverpool’s existing network, connecting together organisations concerned with good food for all. Working with and often through existing community, faith and non-statutory organisations, they will develop and support mechanisms for communities to shape the future of their local food environments. Through facilitating processes of coproduction, the Development Officer will support local people of all ages, and abilities including those with experience of food insecurity, to develop local influencing strategies and campaign for change, as together we seek to create a city where everyone can eat good food.

This role is funded for three years by The Trussell Trust as part of their Organising and Local Mobilisation Programme. Together we seek to build a movement to end the need for foodbanks.

**Key responsibilities:**

* To grow and develop Feeding Liverpool’s existing network through connecting with, visiting and listening to a wide variety of organisations concerned with good food for all
* To develop sustainable mechanisms for communities to shape the future of their local food environments
* To establish, and where appropriate facilitate, engagement pathways which enable those with experience of poverty to play a key role in shaping the development of Liverpool’s Good Food Plan and Feeding Liverpool
* To explore and understand the experiences that are bringing people to need emergency crisis support, working with crisis provision staff and volunteers, through listening activities and/or research.
* To recruit and manage teams of volunteers, building and distributing leadership across teams, to work on local influencing, to reduce poverty and the need for foodbanks
* To lead the coproduction of local campaigns with local people and organisations, identifying issues driving poverty, building confidence, forming campaign teams and developing strategies to build power and win change
* To work with creative agencies to support storytelling and campaigning activities
* Support Feeding Liverpool as it develops a robust membership scheme
* To work with The Trussell Trust’s Organising and Local Mobilisation team and engage with the training and support on offer, including working with other local organisers in The Trussell Trust network

**General responsibilities**

* To work collaboratively with Feeding Liverpool team members and trustees
* To support the growth and development of Feeding Liverpool’s existing network
* 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 and work within an anti-discriminatory framework
* To assist the Programme Director with tasks as required

**Reporting to**: Good Food Programme Director

**Hours of work:**  The role will be for 37.5 hours per week and will include some evening and weekend work as required by the responsibilities of the role. This is a full time post, funded for three years.

**Location:** This role will be office-based but will include local travel, as required by the responsibilities of the role. Reasonable travel expenses will be reimbursed for travel beyond the office. Our current office is at Liverpool Archdiocese Officers, Croxteth Drive, L17 1AA. This is to be reviewed early 2022.

**Salary**: £26,000 - £28,000 per year depending on experience

**Training:** As part of The Trussell Trust’s Organising and Local Mobilisation Programme, the Development Officer will be provided with training to support the development of this programme of work.

**Applications should include:**

* An up-to-date curriculum vitae including the names and contact details of two referees (References will not be taken up until after the interviews)
* A letter of application indicating your interest in the post and how your knowledge, experience and competencies equip you for it, taking account of what the person specification shows to be required.
* The equal opportunities monitoring form which will be kept separate from your application form and will not be seen by the shortlisting or interview panel and should be returned separately to d.j.stirrup@btinternet.com

**Closing Date:** Applications should be sent to the Good Food Programme Director Dr Naomi Maynard by midnight on **Sunday 12th December**.  Please address any queries to Naomi either by email naomi@feedingliverpool.org or telephone 07835 947583

**Interviews:** Interviews will take place at the Roman Catholic Archdiocesan Offices, Croxteth Drive, L17 1AA on **Monday 20th December**. For candidates invited to interview, but unable to make this interview date, the panel will seek where possible to offer an alternative interview date of Friday 17th December.

**PERSON SPECIFICATION**

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

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|  | **Essential requirements** | **Desirable requirements** |
| **Qualifications** | * GCSEs or equivalent (A)
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| **Experience** | * Experience campaigning and/or community organising to achieve a change. (A/I)
* Experience leading a team of volunteers. (A/I)
* Experience working or volunteering within the voluntary sector (A/I)
* Experience facilitating groups both online and in person (A/I)
* Experience of coproducing projects with a range of stakeholders (A/I)
* Experience and competence in handling Microsoft Office packages and Outlook (A/I)
 | * Experience of developing engagement pathways (A/I)
* Experience recruiting volunteers (A/I)
* Experience working or volunteering within an organisation involved in front line delivery of food projects (A/I)
* Experience working with creative agencies (A/I)
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| **Knowledge** **and** **skills** | * Good project management skills, able to balance a range of priorities. (A/I)
* Strong networking skills (A/I)
* Good project management skills, able to balance a range of priorities. (A/I)
* Knowledge of using online platforms such as Zoom and Microsoft Teams (A)
* Knowledge of issues relating to poverty and food insecurity (A/I)
* Excellent interpersonal 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)
* Knowledge of asset based approaches (A/I)
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| **Personal** **qualities** | * A personal commitment to social justice and to work against poverty (A/I)
* Ability to work as part of a team and work independently (A/I)
* Ability to self-motivate and motivate others (A/I)
* To be curious, open and non-judgemental (I)
* Pays close attention to detail (A/I)
* Demonstrates a friendly, sensitive, co-operative and diplomatic manner (I)
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| **Work related circumstances** | * In sympathy with the values of Feeding Liverpool, the Good Food Plan and The Trussell Trust (I)
* Ability to work flexibly, including unsocial hours, according to the demands of the role (A/I)
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