



FEEDING LIVERPOOL PROJECT MANAGER JOB PACK

Contents:

- Introduction to Feeding Liverpool
- Project Manager Job Description and application process
- Project Manager Person Specification
- Feeding Liverpool Projects 2023
- Feeding Liverpool organisation structure

Introduction to Feeding Liverpool

Feeding Liverpool is the city of Liverpool's food alliance, connecting and equipping people and organisations to work towards good food for all.

Building on our work since 2015 tackling hunger and food insecurity, Feeding Liverpool are developing and driving forward Liverpool's Good Food Plan in partnership with communities and organisations across the city.

Our aims:

- Create arenas for practitioners to share and shape good practice in relation to Good Food for All
- Draw on skills, expertise and experience from communities and people on the ground to contribute to and influence policy debates locally and nationally
- Raise awareness and develop greater public understanding of food systems, policy and related issues

Our key activities:

- Equipping and supporting people and projects to work towards good food for all
- Telling the stories of people who have experiences of food insecurity and campaigning with local and national partners to tackle the root causes of poverty
- Connecting communities through our programme of events and network gatherings

PROJECT MANAGER JOB DESCRIPTION

About the role

You will be passionate about learning from and supporting communities to grow and connect, working towards our vision of building a city where everyone can eat good food. You will have tangible experience in project delivery including managing programmes of work to a timeline and budget. This will be coupled with strong organisational and communication skills to enable you to work effectively in partnership with others.

Main purposes of job

- Manage the delivery of Feeding Liverpool's varied projects
- Undertake operational tasks to deliver Feeding Liverpool projects
- Supervise and manage Feeding Liverpool's Network Coordinator, and relevant short-term project workers
- Support the development of new projects and programmes of work
- Support the delivery of Liverpool's Good Food Plan.

Key responsibilities

- To manage Feeding Liverpool's projects, ensuring they are delivered in an efficient, effective and timely manner, on time and within budget (see project list below).
- To manage our engagement with project partners and engage with relevant stakeholders.
- To undertake operational tasks leading to the delivery of Feeding Liverpool projects.
- To provide effective line management for Feeding Liverpool's Network Coordinator (3 days per week) and for relevant short-term project workers (e.g. Creative Engagement Officer – 1 day per week) to support the delivery of their responsibilities and ensure these are carried out efficiently and effectively (see organisational diagram below – noting that additional line management responsibilities may be included once established in post).
- To work alongside the Programme Director to identify, stimulate and encourage the emergence of projects and programmes, supporting the organisation's funding applications as and where required.
- To ensure that adequate contracting, monitoring and reporting systems are in place and maintained for Feeding Liverpool's projects.

General responsibilities

- To line manage the direct reporting staff members
- To work collaboratively with team members and trustees, reporting regularly back to the Director and when appropriate to the trustees.
- 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 Liverpool matters and prevent disclosure of confidential or sensitive information.

Reporting to: Feeding Liverpool's Director

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 office is located at 16 Lady Chapel Close, Liverpool, L1 7BZ.

Hours of work: 30-37.5 hours per week (subject to negotiation). Evening/weekend work will be involved, dependent on the needs of each project.

Salary: £30,000 pro rata

Contract: This is a fixed term contract until 1st July 2024. Any extension is subject to further funding for this post being secured. We are open to discussing secondment arrangements for all or part of the contract.

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), sent to naomi@feedingliverpool.org
- A detailed letter of application outlining your interest in the post and how your knowledge, experience and competencies equip you for it, making direct reference to the essential and desirable skills listed in the person specification, sent to naomi@feedingliverpool.org
- An 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 Dr Charlotte Hardman: charlotte.hardman@liverpool.ac.uk

Closing Date: Applications should be sent to the Feeding Liverpool Director Dr Naomi Maynard by **11:59pm on Sunday 26th March**. If you are interested in discussing the option of a secondment arrangement, or have any questions about the role please email Naomi on naomi@feedingliverpool.org or telephone 07835 947583

Interviews: Interviews will take place at 16 Lady Chapel Close, L1 7BZ on Wednesday 5th April.

PERSON SPECIFICATION

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

	Essential requirements	Desirable requirements
Qualifications	GCSEs or equivalent (A)	A-levels or equivalent (A) Undergraduate degree (A)
Experience	<p>Experience managing specific projects (A/I)</p> <p>Experience managing project budgets (A/I)</p> <p>Experience leading a project team (A/I)</p> <p>Experience facilitating meetings both online and in person (A/I)</p> <p>Experience of coproducing projects with a range of stakeholders (A/I)</p> <p>Experience and competence in handling Microsoft Office packages and Outlook (A/I)</p> <p>Experience in establishing and maintaining project monitoring systems (A/I)</p>	<p>Experiencing line-managing staff (A/I)</p> <p>Experience working with creative agencies (A/I)</p> <p>Experience working or volunteering within the voluntary sector (A/I)</p>

<p>Knowledge and skills</p>	<p>Excellent project management skills, with the ability to plan and deliver multiple projects at the same time (A/I)</p> <p>Ability to balance a range of priorities (A/I)</p> <p>Excellent written and verbal communications skills (A/I)</p> <p>Excellent time management skills (A/I)</p> <p>Knowledge of using online platforms such as Zoom and Microsoft Teams (A)</p> <p>Good negotiation skills (A/I)</p> <p>Good interpersonal skills (A/I)</p>	<p>Knowledge of issues relating to poverty and food insecurity (A/I)</p> <p>Good knowledge of Liverpool, its neighbourhoods and their socio-economic and environmental standing (A/I)</p> <p>Good knowledge of Liverpool's public, voluntary, community and faith sectors (A/I)</p>
<p>Personal qualities</p>	<p>A creative problem solver, with a 'can-do' attitude who keeps calm under pressure and seeks to find workable solutions (A/I)</p> <p>A personal commitment to social justice and work against poverty (A/I)</p> <p>Ability to work as part of a team and work independently (A/I)</p> <p>Ability to self-motivate and motivate others (A/I)</p>	

	<p>Pays close attention to detail (A/I)</p> <p>To be curious, open and non-judgemental (I)</p> <p>Demonstrates a friendly, sensitive, co-operative and diplomatic manner (I)</p>	
<p>Work related circumstances</p>	<p>In sympathy with the values of Feeding Liverpool and the Good Food Plan (I)</p> <p>Ability to work flexibly, including unsocial hours, according to the demands of the role (A/I)</p>	

FEEDING LIVERPOOL PROJECTS 2023

This list is designed to give an overview of Feeding Liverpool's existing projects and the role the Project Manager would play in their delivery. This is not an exhaustive list. New projects are likely to emerge over the duration of the contract.

Queen of Greens mobile greengrocer

The Queen of Greens is a mobile greengrocer bringing affordable fresh fruit and vegetables to communities in Liverpool and Knowsley. The bus currently visits 29 stops each week. Feeding Liverpool works in partnership with Feedback's Alchemic Kitchen to deliver the Queen of Greens. Alchemic Kitchen lead the day-to-day operational delivery of this project. In 2023 we are going to expand this project to include a second vehicle and bus route.

The Project Manager would work with our partners to ensure the ongoing delivery of the Queen of Greens and operationalise the plans to expand this project.

Communication resources

1. Feeding Liverpool are looking to develop three new video resources to support the communications of food provision in Liverpool. These videos will include: a Healthy Start training video and two videos that introduce Emergency Food provision and Community Food Spaces in Liverpool.

The Project Manager would lead a team comprising Feeding Liverpool staff and an external videographer to enable the production and delivery of these new resources. They would engage with external stakeholders (e.g. Healthy Start working group) to ensure the videos are effective in their communication.

2. Feeding Liverpool are looking to develop a Feeding Liverpool App to extend the reach of our existing online resources and provide a new avenue for communicating with residents.

The Project Manager would lead a team including Feeding Liverpool staff, a Feeding Liverpool trustee and external app developers to enable the production, delivery and promotion of this App. They would engage with relevant stakeholders (e.g. Emergency Food network) to support the design of the App.

Community Food Space Development

Feeding Liverpool supports the development of community food spaces in Liverpool, this includes identifying and supporting the emergence of pilot projects which encourage the development of wrap-around support services in these spaces. In 2023 this includes supporting the placement of University of Liverpool employment rights student in community food spaces, and exploring the role health care provision and financial services (e.g. Credit Unions) could play in community food spaces.

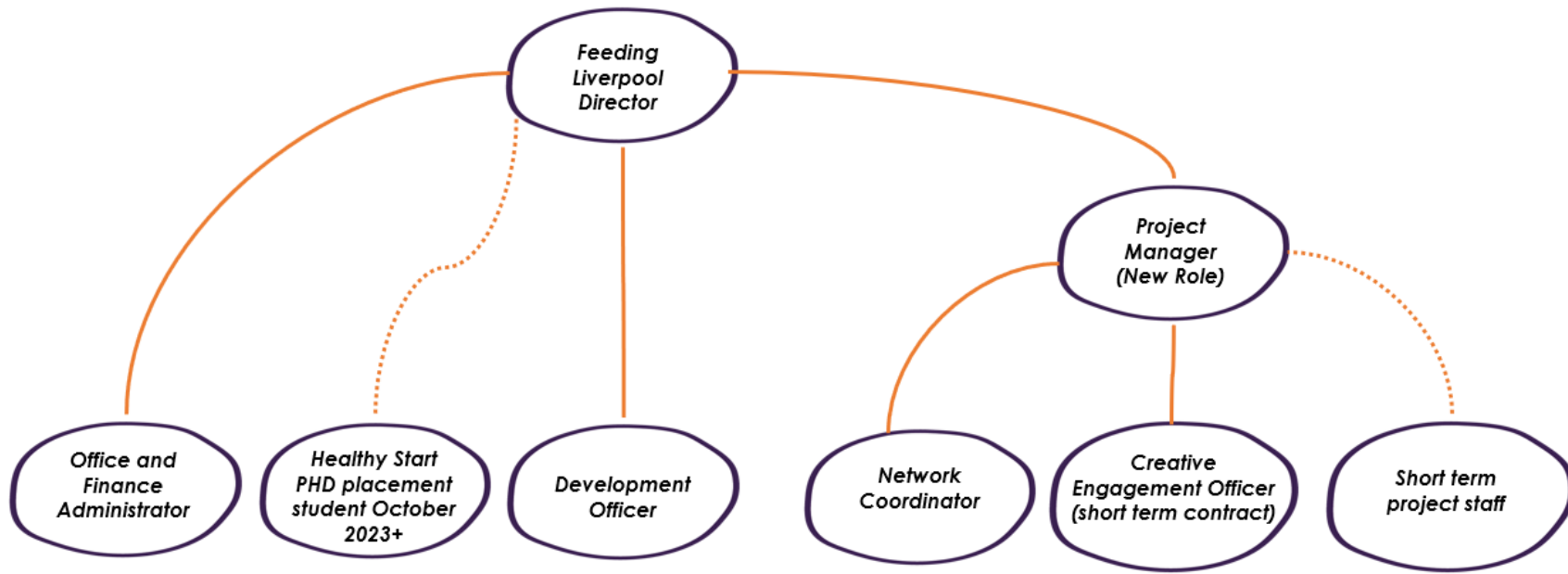
The Project Manager would manage our existing pilot projects and work with the Programme Director to support the development of new projects and programmes of work that support the development of community food spaces. The Project Manager would lead projects as they transitioned from exploratory to operational.

Healthy Start Training

Feeding Liverpool deliver the Healthy Start Community Champion training (2-4 times a year), to enable volunteers and staff across a variety of sectors to grow in confidence in promoting the Healthy Start Scheme.

The Project Manager would work with Feeding Liverpool staff to oversee the operational delivery of the Healthy Start Community Champions training and build up the network of Healthy Start champions. The training is delivered by one of the Feeding Liverpool trustees.

FEEDING LIVERPOOL ORGANISATION STRUCTURE:



**This structure is likely to evolve during the course of the contract, with the possibility of the Project Manager taking on additional line management responsibility once established in post.*