



## **Policy Coordinator/ Lead**

### **JOB DESCRIPTION**

**Job Title:** Policy Coordinator / Lead (depending on experience)

#### **Main purposes of job:**

- To collaborate with Liverpool City Council in reviewing policies and procedures to embed Good Food principles across relevant departments and programmes of work.
- To lead initiatives that improve food provision for children and young people in education and learning settings across Liverpool.
- To scope and secure funding opportunities to advance the goals of the Good Food Plan.
- To collaborate with partners to embed a community-centred approach to improving health, wellbeing and tackling social inequalities.

#### **Key responsibilities:**

- Develop and advise on policies and strategies to integrate Good Food principles into council operations, contributing to Sustainable Food Places silver award submission.
- Re-establish and lead Liverpool's Good Food Policy working group.
- Lead the development a city action plan to improve food provision for children and young people in education and learning settings across Liverpool.
- Conduct and synthesise research, data, lived experience, and policy insights to produce evidence-based recommendations/ actions.
- Document and showcase progress towards the goals of the Good Food Plan.
- Collaborate with national and local stakeholders, including public, private, and VCSE sectors, to develop and implement strategic food-related projects.
- Provide leadership on food policy within the council, aligning initiatives with broader city objectives such as sustainability, public health, and economic growth.
- Identify and pursue funding opportunities to ensure the sustainability of food systems initiatives.
- Represent Feeding Liverpool and Liverpool City Council at local and national events.

#### **Key tasks:**

- Work across council departments to align policies with Good Food principles and city-wide objectives, including the Carbon Neutral 2030 Plan.

- Prepare reports, briefings, and recommendations for senior leadership and elected members.
- Provide support to Liverpool's Good Food Taskforce on Liverpool's Sustainable Food Places applications.
- Develop guidance and advice for stakeholders to advance sustainable food practices, including influencing procurement and planning policies.
- Engage with schools, faith groups, and community organisations to promote food-growing initiatives.
- Present findings and evidence to partnerships in a range of settings from corporate meetings to community settings.

#### **General responsibilities:**

- Work collaboratively with the Feeding Liverpool team, trustees, and external partners.
- Promote the ethos of the Good Food Plan in all activities.
- Maintain confidentiality and uphold Feeding Liverpool's values.

**Reporting to:** Feeding Liverpool Director

**Hours of work:** 37.5 hours per week (some evening/weekend work may be required).

**Notice period:** Three months

**Salary:** £30,000 - £37,250 per annum.

**Location:** Liverpool region. This role is predominantly office-based (L1 area) with some flexibility for hybrid/ remote working 1-2 days per week.

**How to apply:** Submit a short cover letter & C.V. to [gentian@feedingliverpool.org](mailto:gentian@feedingliverpool.org)

*We encourage interested candidates to apply even if you don't meet all the listed requirements; we value diverse experiences and perspectives that can bring fresh ideas to our team.*

#### **PERSON SPECIFICATION**

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

	Essential requirements	Desirable requirements
<b>Qualifications</b>		<ul style="list-style-type: none"> <li>• Educated to degree level or equivalent experience. (A)</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Relevant experience in policy development, strategic planning, and stakeholder engagement. (A/I)</li> </ul>	<ul style="list-style-type: none"> <li>• Experience with funding applications and delivering multi-stakeholder projects. (A/I)</li> </ul>

	<ul style="list-style-type: none"> <li>• Strong interpersonal, leadership, and communication skills. (A/I)</li> <li>• Proven ability to analyse complex issues and produce actionable recommendations. (A/I)</li> <li>• Knowledge of food systems, health inequalities, and environmental sustainability. (A/I)</li> <li>• Experience working with councils, community groups, and multi-sector partnerships. (A/I)</li> </ul>	<ul style="list-style-type: none"> <li>• Familiarity with Liverpool's socio-economic and environmental context. (A/I)</li> </ul>
<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>• Excellent interpersonal and influencing skills with experience of building and managing senior stakeholder relationships and working collaboratively in coalitions. (A/I)</li> <li>• Excellent verbal and written communication skills with an ability to engage with people effectively at all levels. (A/I)</li> <li>• Good time management. (A/I)</li> <li>• Ability to handle a range of diverse tasks and prioritise according to demands and respond quickly to changing circumstances, demands and opportunities. (A/I)</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Liverpool, its neighbourhoods and their socio-economic and environmental standing (A/I)</li> <li>• Some knowledge of the city's public, voluntary, community and faith sectors. (A/I)</li> <li>• Prior knowledge of the Good Food Plan and Feeding Liverpool's work. (A/I)</li> <li>• Knowledge of Sustainable Food Places frameworks or similar initiatives. (A/I)</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Ability to deal with personal information maintaining strict confidentiality. (A/I)</li> <li>• A creative problem solver, with a 'can-do' attitude who keeps calm under pressure and seeks to find workable solutions. (A/I)</li> </ul>	

	<ul style="list-style-type: none"> <li>• Demonstrates a friendly, sensitive, co-operative and diplomatic manner. (I)</li> <li>• Ability to remain calm under pressure. (I)</li> <li>• Ability to work as part of a team and work independently. (A/I)</li> <li>• Ability to self-motivate and motivate others. (A/I)</li> <li>• Pays close attention to detail (A/I)</li> </ul>	
<b>Work related circumstances</b>	<ul style="list-style-type: none"> <li>• In sympathy with the values of Liverpool City Council, Feeding Liverpool and the Good Food Plan. (I)</li> <li>• Able to commute to the Feeding Liverpool office at least 3 days per week alongside optional remote working.</li> <li>• Ability to work flexibly, including unsocial hours, according to the demands of the role. (A/I)</li> </ul>	