

**Job Description
Project Coordinator
Regional Online Local Food Markets**



- Reports to:** FEL Development Manager (for Food, Growing and Circular Economy)
- Salary:** £24,500 - £27,000
- Hours:** 35 hours per week
- Fixed term contract:** until to 1st November 2020
- Location:** FEL's Stirling Office; Balallan House, 24 Allan Park, Stirling FK8 2QG; some travel between and around the participating areas will be required as part of this role; remote working from home will also be considered
- Application deadline:** **Wednesday 21st November 2018, 5pm**
- Interview dates:** **Week Commencing Monday 3rd December 2018**

**Organisational
Overview:**

Forth Environment Link (FEL) is a Scottish environmental charity leading the way on connecting people and place. FEL supports more day to day journeys on foot or by bike; encourages more local food to be grown and eaten in our communities; and helps increase the lifespan of our everyday items. The following values underpin our activity as an organisation:

People first- Investing in our team to ensure we can provide tailored support where it is needed most.

Enabling – Delivering activity in a way that is practical, easy to understand and accessible to everyone.

Collaborative - Ensuring we work in partnership to add value where we can.

Innovative - Testing and developing new ideas and being a catalyst for change.

Passionate – Demonstrating a love for the environment and our place within it in everything we do.

Fair – Working in a way that is inclusive and reflects the needs of the people and communities we work with.

Our strategic approach reflects our ambition as an organisation and recognises the role third sector will perform in delivering national outcomes at a local and regional level.

FEL is partly funded by Scottish Government but is also required to generate additional revenue through grants, income generation and other fundraising activities.



The Regional Online Local Food Markets project is being part-financed by the Scottish Government and the European Community LEADER 2014 – 2020 Programme through the European Agricultural Fund for Rural Development. Europe Investing in rural areas.

Job Purpose:

To effectively coordinate the Regional Online Local Food Markets Project, funded by Forth Valley & Lomond, Perth & Kinross, Fife, and Scottish Borders LEADER Programmes in partnership with The European Agricultural Fund for Rural Development. Working as part of the Regional Online Local Food Markets team, you will be responsible for coordinating and delivering the project in participating regions, supporting communities to start and run their own online Local Food Market. Coordinate and deliver cascade training to online food market communities, organise and facilitate producer networks and meetings across participating regions, support a network of community online local food market hosts, organise yearly Scottish Gatherings. Coordinate the marketing and PR for the project, the budget and to monitor and evaluate sales and project outcomes.

This project utilises the Neighbour Food Platform, formerly using the Food Assembly Platform.

DUTIES AND RESPONSIBILITIES:

- Coordinate the development, delivery and evaluation of the Regional Local Food Markets Online.
- Support and coordinate the day to day activity of the project team.
- Work with key stakeholders, local community groups and businesses (including Neighbour Food HQ, Keep Scotland Beautiful, Transport Scotland, Forth Valley and Lomond LEADER, Nourish Scotland, Soil Association Scotland, Zero Waste Scotland; and participating regions local authorities) to promote and integrate the project.
- Develop and maintain local partnerships within participating areas to promote the local food market online, local food and food innovation at community level and to develop opportunities
- Finance management of the project ensuring budgets are monitored and managed effectively and that financial procedures are in place for making claims to FVL LEADER.
- Work with and support community organisations to develop their own online local food market, increasing organisational capacity of their team and volunteers to be able to sustain their online food market after project fund finishes.
- Work with and support community organisations to develop and tailor their own Local food market policies and processes that best suit localised need.
- Develop, implement and oversee Cascade Training programme for Local Food Market Hosts.
- Develop, implement and oversee Food Producer Network and Host Network, via communications online, via regular network meetings and over the phone.
- Work with communities and partners to develop active travel promotion and initiatives with focus on food journeys in particular food collections.
- Develop and deliver annual Scottish Online Local Food Market Gathering.
- Develop and implement a marketing strategy to promote the project within the local communities as well as at a wider regional and national level via branding, the local media, websites and social media
- Participate in local, regional and national events to promote the project.
- Work closely with and maintain excellent working relationships with the Forth Environment Link team and projects
- Work with Development Manager on further funding and income generation proposals to expand the project during and beyond the funded period.

- Provide regular written and verbal progress reports to the Executive Director, Board, and Funders



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- Ensure that the project have a robust set of policies and procedures in place regarding health and safety, food safety, trading standards and risk assessments, and that these are adhered to
- Carry out other duties which may reasonably be required in light of the main purpose of the job.

QUALIFICATIONS

- Educated to degree level or equivalent, with two years' experience in food and growing projects within a community setting or food business setting (E)

KNOWLEDGE/EXPERTISE

- Passion for and knowledge of local food and community engagement (E)
- Two years experience in project management or within a related area (E)
- One year experience in staff management (D)
- Experience with customer service provision and working within the food retail sector (E)
- Experience of working within a community and volunteer setting (E)
- Proven ability to develop and deliver a community programme (E)
- Proven ability to outreach to individuals and groups; and build relationships and connections (E)
- Ability to plan and deliver a range of community engagement activities (E)
- Proven ability to build and sustain a community of volunteers (D)
- A working knowledge and understanding of environmental issues particularly involving food and climate change (E)
- Social media expertise, Facebook, Twitter and Instagram (D)
- A working knowledge of using a range of data capture methods in order to monitor and evaluate project outcomes (E)

SKILLS/ABILITIES

- Excellent communication and interpersonal skills (E)
- Excellent project management and organisational skills (E)
- Excellent staff management skills (E)
- Ability to work under own initiative and as part of a team (E)
- Ability to deliver outcomes within a timeframe (E)
- Ability to promote services using a range of tools including web-based (E)

PERSONAL ATTRIBUTES

- Enthusiasm and commitment (E)
- Flexibility, with occasional evening and weekend work (E)
- Energetic and proactive (E)
- Creative thinking and foresight (E)
- Current full, clean driving licence if using a car for work trips (E)
- Access to a vehicle for occasional travel throughout Scotland (E)

E = Essential

D = Desirable



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