

Job Description Project Officer Regional Online Local Food Markets



- Reports to:** Regional Online Local Food Markets Project Coordinator
- Salary:** £22,000 - £24,500
- Hours:** 35 hours / week
- Fixed term contract:** until 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 deliver 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 project team, you will be responsible for developing and delivering the project in participating regions, supporting communities to start and run their own Online Local Food Market. You will deliver cascade training to local food market communities, organise producer and host networks and meetings across participating regions, support a network of community local food market hosts, organise yearly Scottish Gatherings. Develop and deliver the marketing and PR for the project.

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

DUTIES AND RESPONSIBILITIES

- 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 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.
- Work with communities on localised events (including each new Neighbour Food Launch event) and PR to promote their own Neighbour Food Market.
- Deliver the Cascade Training programme for Neighbour Food Hosts.
- Provide organisational support to the coordinator with delivering Food Producer Network and Host Network, via communications online, via regular network meetings and over the phone.
- Organise the annual Online Local Food Market Scottish Gathering.
- Implement the marketing strategy to promote Regional Online Local Food Market project within the local communities as well 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 Regional Online Local Food Market project.
- Work closely with and maintain excellent working relationships with the Forth Environment Link team and projects.
- Provide regular written and verbal progress reports to the coordinator and development manager.
- Carry out data capture with communities, producers and input into monitoring and evaluation trackers, methods will include (electronic/self reporting) online surveys, focus groups, Neighbour Food statistics (local/national) and observational data.
- Ensure that Regional Online Food Market project policies and procedures are adhered to 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

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.

- Educated to degree level or equivalent, with two years' experience in local food retail or related community food projects (E)

KNOWLEDGE/EXPERTISE

- Passion for and knowledge of local food movement and community (E)
- Experience working with local community food initiatives and or local food producers (E)
- Proven ability to deliver a project or service with both continuity and excellent service standards (D)
- Proven ability to plan and organise food events and food campaigns (E)
- Proven ability to outreach to individuals, groups and build relationships and connections (E)
- Proven ability to build an online community of stakeholders (E)
- Social media expertise (E)
- A working knowledge of environmental issues – relative to food and Climate Change both mitigation and adaptation (D)

SKILLS/ABILITIES

- Excellent communication skills (E)
- Excellent interpersonal skills (E)
- Excellent organisational 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 (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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