



## Job Description

<b>Job Title:</b>	<b>Real Food Education and Sustainability Coordinator</b>
<b>Reports To:</b>	Real Food Programme Manager
<b>Direct Reports:</b>	Real Food Programme Manager
<b>Job Purpose:</b>	Responsible for overseeing evidence based evaluation of the Real Food Programme, collation and collection of appropriate data including demonstrating of key funding outcomes and future financial sustainability of the project, developing referral pathways with local healthcare and community providers and continue to expand partnership working across Wythenshawe and Manchester.

**Salary Band:** D

### Key Responsibilities

#### Real Food Programmes and Community Development

- To be responsible for research, monitoring and evaluation of the Real Food Wythenshawe Programme including the collection of data, relationships with University Partners, Big Lottery monitoring and evaluation, WCHG (Wythenshawe Community Housing Group) internal monitoring and social return on investment.
- To develop and implement partnerships and robust relationships with key stakeholders; NHS, Local Care Organisation, GP Federation, Mental Health Trust, Manchester City Council, Neighbourhood Teams and the Voluntary and Community Sector.
- To work with local providers to influence programmes and to develop activity and usage of the activity and opportunities across the Real Food Programme including the Green Doctor, Cooking with Confidence and Real Food on Tour.
- To facilitate the Real Food Wythenshawe referral pathway programme, supporting beneficiaries with training, hands on experience and employment opportunities.
- To support the community in Wythenshawe to access training opportunities related to improving well-being and mental health.
- To be representative on relevant groups for the Real Food Wythenshawe programme, and to help in the development of the work of relevant groups.



- To engage with officers within Wythenshawe Community Housing Group to enhance delivery of the programme through cross and inter-departmental working.
- To develop and work directly with the all areas of the project to enable better communication and sharing of resources and experience.
- To develop a programme of workshops and activity to be delivered at the hubs as mentioned within the Big Lottery funding bid.
- Working closely with the community to ensure that the Real Food Programme integrates smoothly with key partners across Wythenshawe and Manchester.

### **Main responsibilities**

- To be responsible for day to day monitoring and evaluation, research and evaluation of the Real Food Wythenshawe Programme including the collection of data, Lottery outcomes, relationship with University Partners, WCHG internal Key Performance Indicators and Social Return on Investment.
- To be responsible for the referral pathway and relationships with key stakeholders ensuring Lottery outcomes are on target.
- To manage the Real Food part time staff as applicable.
- To oversee and implement ongoing General Data Protection Regulation for the Real Food Project and ensure full compliance of appropriate regulation.
- Ensuring that targets are met and that the work is completed on time, within budget and to the satisfaction of Real Food Wythenshawe funders Big Lottery and WCHG.
- Developing and maintaining strong working relationships with Key Stake Holder's colleagues, beneficiaries, volunteers, students and partner agencies, to ensure early identification and mitigation of difficulties, and smooth operation of the various aspects of the projects.
- Developing and maintaining a strong working relationship with the project team, and keeping them well informed of project progress and any changes that may be needed. Understanding and identifying trends to keep the project up to date with changing policy, new ideas and thinking.
- Preparing and submitting relevant reports to the programme manager in line with Lottery requirements and key partners. Ability to present and organise data using presentation software. Proficiency in Excel and PowerPoint required.
- Participating in activities, meetings and events organised by or with Real Food Wythenshawe.



- To carry out other duties which are consistent or commensurate with the role and/or as directed by senior management within the Group.

### **People Management**

- To manage the Real Food part time staff and volunteers as appropriate, carrying out performance management tasks as required.
- To facilitate the Real Food Wythenshawe volunteer and beneficiaries programme, supporting with training, hands on experience and employment opportunities.
- Manage individual performance in a fair and objective manner, consistent with the organisation's procedures, strategic objectives and values in order to support the delivery of customer focused value for money services.
- Manage attendance and absence to ensure continuity of service delivery and ensure that appropriate action is taken, in accordance with the Group's policies and procedures to deal with sickness absence.
- Contribute to Group-wide projects and improvement activities as and when required.

### **Team Work**

- To contribute to ongoing monitoring and evaluation of the project and the development of management information systems that meets objectives and support effective performance management in accordance with Big Lottery Fund, Committees and the Programme Delivery Group.
- To ensure the support, capacity building and development processes are in place for the learning element of the programme and its relevant flagship projects.
- To ensure the effective promotion and publicity of the programme in partnership with the in house communications resources and external agencies.
- To work as a team to develop relationships with project partners, the local community and beneficiaries. Including for example, community and cultural organisations and groups, relevant local and national public offices and agencies; education organisations; private sector partners, local employers and voluntary sector.
- To keep informed and up to date of wider food and environmental developments locally, regionally and nationally and ensure that the Real Food Wythenshawe programme is striving for local and national recognition. To connect with other projects in the UK to look at models of good practice both in this country and worldwide.



### **Budget & Financial Responsibilities**

- To be responsible for the appropriate allocated budget, ensuring effective monitoring and control in accordance with agreed procedures and financial control audit requirements.
- To participate in budget setting in consultation with the Real Food Programme Manager.

### **Health and Safety**

- Following Health and Safety procedures as set out in the Group's Health and Safety policy.

### **Safeguarding**

- Comply with the Group's Safeguarding & Data Protection policy and all other relevant policies.

### **General**

- Representing the Real Food Wythenshawe Programme at external meetings as required.
- Regular liaison with all relevant officers within the partnership group and other relevant agencies to ensure active information exchange on existing projects and to identify potential new partnerships and areas of collaboration.
- Undertaking any other duties as agreed with the Programme Delivery Group as is appropriate to the post.
- Regularly attending Real Food Wythenshawe Programme activities to ensure the highest quality.
- To actively promote equality of opportunity and diversity whilst challenging discrimination in all Centre provision and activities, adhering at all times to the Group's Equality and Diversity Policy.
- Take part in the Group training and other activities.
- Deliver all services in accordance with Wythenshawe Community Housing Group's policies and procedures.
- To assist senior management in the preparation of reports and providing performance information in a timely manner.



*No job description can be entirely comprehensive and the jobholder will be expected to adapt and carry out such other duties as may be required from time to time, on the understanding that they will be within the individual's remit and capability, and consistent with the status and responsibilities of the role within the organisation.*

Related Competencies at Fully Effective Level:

#### Efficient and Effective

- Asks the “why do we do this?” question about tasks and processes.
- Positively challenges processes and ways of working.
- Contributes positively to delivery of team Value for Money.

#### Customer focus

- Anticipates customer issues and needs in advance and takes positive action.
- Is consistently confident and professional when dealing with customers.
- Will do that bit extra for the customer and will go the extra mile to help.
- Role models the importance of customer focus with others.
- Identifies and removes barriers to the delivery of service.
- Involves the customer in developing the service.

#### Working Collaboratively

- Actively support and promote agreed team decisions.
- Supports team spirit and diffuses potential problems and conflicts.
- Co-operate within own team and across teams.
- Goes the extra mile to help colleagues.
- Champions diversity.
- Champions teamwork by ‘living’ the Groups values in everything they do.

#### Organisational awareness

- Makes sound decisions in difficult cases and implements practical solutions to problems.
- Takes account of the effect and impact on the organisation of their own actions.
- Actively promotes the work of WCHG with customers and colleagues.
- Demonstrates an understanding of the link between the strategy and operational activity.

#### Challenges and learns

- Makes progress on several issues simultaneously.
- Finds solutions when faced with difficult situations.
- Adapts style and approach to meet changing demands.
- Ensures agreed changes are implemented / supported
- Embraces change.