



## Person Specification

### Real Food Education and Sustainability Coordinator

SECTION	CRITERIA
<b>Education &amp; Qualifications</b>	Degree level or equivalent
<b>Skills, Knowledge &amp; Experience</b>	<p><b>Job Knowledge</b></p> <p>Working knowledge of evaluation monitoring processes and models</p> <p>Working knowledge of grant funding</p> <p>Working knowledge of community development, including matters relating to health, wellbeing and education</p> <p>Working knowledge of community based education programmes and the links to the wider education agenda.</p> <p>Working knowledge of MS Office IT packages</p> <p><b>Experience</b></p> <p>Experience of data collection and report writing</p> <p>Experience of successful funding applications</p> <p>Ability to produce clear, concise and accurate written material</p> <p>Experience of partnership working and the ability to maintain strong working relationships with key stakeholders, colleagues, beneficiaries, volunteers, students and partner agencies</p> <p>Experience of identifying local and national trends</p> <p>Experience of teamwork</p> <p>Working knowledge of General Data Protection Regulation for the project and the ability to ensure full compliance of appropriate regulation</p> <p>People management experience to facilitate management of part time</p>

	<p>staff, volunteers and beneficiaries</p> <p><b>Skills/Competence (Interview)</b></p> <p>Ability to communicate effectively with people and groups and be able to adapt appropriately to different audiences</p> <p>Ability to work within a team and demonstrate team building skills. Coupled with the ability to work independently and manage a diverse workload, as well as contributing to a wider team setting</p> <p>Clear evidence of research techniques including data collection, monitoring, evaluation and clear and concise findings and analysis of evidence</p> <p>Excellent planning, organisational and time management skills</p> <p>An understanding and passion for working equitably with people to empower and develop leadership skills.</p> <p>Highly motivated and aware of the importance of customer care</p> <p>Interpersonal and leadership skills, demonstrating an ability to motivate others and support volunteers/community groups</p> <p>Flexible approach to working hours</p>
<b>Key Responsibilities of Role</b>	
<p>Responsible for overseeing the development of educational programmes, partnerships and initiatives linking food education and skills development in the Wythenshawe area. As part of the Real Food Programme Team, the post holder will work closely with the programme delivery group to oversee successful development and implementation of food education in Wythenshawe</p>	
<b>Key Team Relationships</b>	
<p><b>Key Internal working relationships are with:</b></p> <ul style="list-style-type: none"> <li>• Real Food team</li> <li>• WCHG various departments</li> <li>• Real Food Volunteers and beneficiaries</li> </ul> <p><b>Key External working relationships are with:</b></p> <ul style="list-style-type: none"> <li>• Real Food partners</li> <li>• Academic bodies and research partners Manchester and Salford Universities</li> <li>• Local people</li> <li>• NHS/LCO</li> <li>• Voluntary sector</li> </ul>	