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### **Catering & Engagement Lead (Serendipities Project)**

**Dundee | 21 hours per week (option to increase as project grows) | £14.00/hr (rate will increase incrementally)**

(This post will remain open until the most suitable candidate has been found)

#### **• Job Summary**

We're looking for a passionate, organised, and forward-thinking individual to join our team in a brand-new role focused on growing Serendipities, our inclusive and climate-conscious catering enterprise. This is a dynamic role blending community engagement with social enterprise development.

In this role, you'll help coordinate catering orders, run and attend pop-up markets, develop and deliver cooking courses for diverse groups, engage with local businesses, support our volunteers (individuals with additional support needs) to build kitchen and life skills, and market our unique services to new audiences including local businesses.

You'll bring energy and vision, helping us take our Serendipities Enterprise to the next level by:

- Exploring new services, products, and events
- Supporting meaningful skill-building for our members
- Developing marketing strategies and engaging new customers
- Strengthening the link between our values and our enterprise

While food preparation (cooking/baking) and workshop delivery are part of the role, the focus is on people and enterprise development. You'll need both empathy and entrepreneurial energy.

This role links to the launch of our upcoming wellbeing and recipe book (June 2025) and supports our longer-term vision to develop a Bakery and Cookery School. You'll help lay the foundations for a more financially sustainable future that celebrates inclusion, creativity, and opportunity.

#### **• About Uppertunity & Serendipities**

**Uppertunity** is a Dundee-based charity that empowers adults with additional support needs, learning disabilities, and who are neurodiverse to lead fuller, more meaningful lives. We create inclusive, supportive spaces that foster growth, wellbeing, and community connection.

**Serendipities** is our social enterprise catering service where individuals with additional support needs gain skills, confidence, and purpose through meaningful roles in cooking, baking, delivering, and serving.

Current and planned activities include:

- **Mini Café:** Based at Dudhope Castle, open Tuesday to Friday for tenants of the building and Uppertunity members.
- **Catering Service:** Providing hot and cold food, cakes, platters, all plant-based and climate-conscious.
- **Pop-Up Events:** Including markets (e.g., The Yard Dundee, twice monthly) and supplying a local café.

- **Mix It Upp:** Our recipe and wellbeing book, launching June 2025, to be sold and used alongside workshops.
- **Volunteering & Kitchen Skills:** Daily (Tuesday–Friday) baking/cooking sessions where individuals gain hands-on skills and confidence. Volunteers also support pop-ups and occasional weekend catering (e.g., weddings).

### Expansion Plans

We aim to launch a Bakery and Cookery School with a dedicated kitchen, offering more structured classes and inclusive enterprise opportunities. Next steps include:

- Running community-based pop-up cooking courses (4–12 week blocks)
- Topics may include: cooking basics, mood & food, cooking on a budget, reducing food waste, etc.
- Offering corporate packages such as "Work from Office Picnics"
- Increasing partnerships and building awareness of inclusive catering in local businesses

### • Key Responsibilities

With support from the Uppertunity management and project team, you will:

#### Project & Service Development

- Grow Serendipities by exploring new products, events, and partnerships
- Assist in developing new catering packages and pop-up concepts
- Coordinate and plan weekly catering orders and delivery logistics
- Lead pop-up events (e.g., at The Yard Dundee, up to twice a month)

#### People & Volunteer Support

- Create weekly learning plans for volunteers in kitchen and catering
- Encourage participation, skill growth, and confidence among volunteers with additional support needs

#### Marketing & Engagement

- Promote the service using Facebook/Instagram, Google Ads, and other tools
- Design simple, engaging marketing materials (e.g., using Canva)
- Represent Serendipities at markets, pop-ups, and outreach events

#### Other Duties

- Collaborate across Uppertunity to align catering with projects like the recipe book
- Support catering deliveries and event transport (mileage reimbursed; business insurance provided)
- Support evening/weekend events

### • Who We're Looking For

You'll be a great fit if you are:

- Friendly, confident, and people-focused
- Organised and able to manage multiple tasks with initiative
- A strong communicator (written and verbal)
- Excited by social enterprise, inclusion, and creativity
- Comfortable using social media, email, Canva, and marketing tools
- Able to adapt to the needs of individuals with different communication styles
- Self-motivated, but collaborative in nature
- Open to learning and growth alongside our team

#### Essential:

- Driving licence and access to a car (fuel and business insurance covered)
- Willingness to work flexible hours (some evenings/weekends as needed)

- The successful candidate will be required to join the Protecting Vulnerable Groups (PVG) Scheme, and must be unbarred from working with vulnerable adults.

- **Details**

- **Hours:** 21 hours per week (3 days), with potential to increase.
- **Location:** Uppertunity, Ground Floor Left, Dudhope Castle, Barrack Road, Dundee, DD36HF
- **Contract:** Fixed term for one year, then reviewed. All our roles are one year, and then reviewed.
- **Pay:** £14 per hour
- **Start date:** As soon as possible, and all checks are complete including a disclosure check
- **Working days:** Hours are based between Monday and Friday, plus weekends and evenings. This will be discussed during the interview process. We are flexible, and will ensure rotas are planned ahead.

- **Benefits**

- Accredited training opportunities and access to networking events
- 5.6 weeks paid holiday per year, including Christmas and New Year off
- Company pension scheme (if applicable)
- A supportive team environment that values wellbeing, creativity, and growth
- Regular supervision and development support

- **To Apply**

To apply, please send your CV and a short statement (written or video) telling us:

- Why you'd like to join Uppertunity
- What excites you about this role
- Any relevant experience or interests you'd bring

Email: Danielle du Plooy, Manager at [danielledp@uppertunity.co.uk](mailto:danielledp@uppertunity.co.uk)

- **Our Commitment to Inclusion**

We're an inclusive organisation that values diversity in all its forms. We welcome and encourage applications from people of all backgrounds, including those with lived experience of disability, neurodiversity, mental health challenges, or other barriers to employment.

If you need support with the application process or would prefer to submit your application in an alternative format (e.g. video, voice note), just let us know, we're happy to help. We are also happy to discuss flexible working arrangements during the interview process.