

Hartlepool Food Council (HFC) Co-ordinator – job description & person specification

1 Job purpose

To serve the Hartlepool Food Council partnership. The HFC's purpose is to solve the problem of food poverty and mitigate its impact in Hartlepool. This will be achieved through member organisations working collaboratively and sharing information, food knowledge, contacts & expertise – and through collaborating with any other anti-poverty organisations working for the benefit of Hartlepool residents.

2 Job roles

The job's foremost priorities are:

- Reducing food waste and ensuring that food aid reaches people who are most vulnerable and in greatest need (without creating dependency) in the most efficient way possible;
- Facilitating refinements to logistical systems, where possible and agreed by HFC members, for the efficient and timely distribution of food aid, avoiding duplication and waste.

The post-holder will also be expected to:

- Connect with Hartlepool-based food aid providers which are not yet members of the Hartlepool Food Council;
- Research & promote educational opportunities to improve nutritional choices;
- Advocate on behalf of the Hartlepool Food Council to address the social and economic conditions that lead to poverty;
- Contribute to developing and implementing local strategies for solving poverty in Hartlepool.

3 Person specification

The two required personal qualities required are:

- **Logical thinking** – the postholder will need to be able to hold in their mind the systems used by every food-aid provider in the network and understand the relationships between all of these – and thereby understand how, collectively, food distribution might be streamlined/better co-ordinated & waste reduced.
- **Interpersonal and communication skills** – the postholder will need to be able to form constructive, empathetic working relationships with all network members. Recommending and negotiating refinements to logistical arrangements (where these involve changes to current practices) will require high level communication skills

4 Management & accountability

There will be two components to management of the post:

4.1 Strategic & performance management

- Strategy will be set by the Hartlepool Food Council – to which the post-holder, with Hartlepower, will be accountable.
- It is anticipated that there will be around 6 meetings per annum of the Hartlepool Food Council – at which the Co-ordinator/Hartlepower will be expected to present a brief written report with recommendations.

- At least twice per annum the Co-ordinator's progress will be reviewed by the Hartlepool Food Council members who have funded the post. Any other achievement-related matters will also be overseen by this same group.

4.2 Day to day management

- Hartlepower will provide day to day management.

5 Employer & location

Hartlepower will employ the Co-ordinator. The postholder will be based with Hartlepower's VCS support team (Julian Penton & Juli Simons) at the Energy Hub in Stranton. However, most of the Co-ordinator's time will be spent with and between members of the Hartlepool Food Council and assisting with the logistics of food distribution and connecting with beneficiaries.

6 Contractual & financial

- **Contract and hours**
The post will initially be for 6 months – 30 hours per week, worked flexibly according to the needs of the Hartlepool Food Council. It is anticipated that the contract will be extended by at least a further six months, but subject to further funding – applications for which are in motion
- **Salary**
£10 per hour
- **Pension**
Hartlepower will contribute 3% of salary as per statutory obligation.
- **Capable of independent travel**
The Co-ordinator will be expected to collect and distribute food from time to time, on behalf of Hartlepool Food Council members.

Members of the Hartlepool Food Council who are contributing funds are the Hartlepool Food Network, Poolie Time Exchange and Hartlepool Carers.

7 Training requirements

Within the first two weeks of employment the Co-ordinator will be required to successfully complete online training in:

- Food hygiene;
- Manual handling.

8 The wider context

The following anti-poverty related initiatives within Hartlepool – with which various Hartlepool Food Council members are connected – present the potential to extend the HFC's work:

- HBC Waverley allotments and wider allotment provision;
- HBC Anti-poverty strategy
- Joseph Rowntree Foundation "Hartlepool Action Lab 3" – coming up in 2021
- Hartlepool Financial Inclusion Partnership
- "Get Connected" – collaborative digital inclusion project