



Feeding Gloucestershire Administrative Assistant

Consultant

SCOPE OF WORK

Position Title: FG Administrative Assistant

Expected Start Date: June 1, 2024

About FG

Feeding Gloucestershire (“FG”) is a multi-agency partnership, which was convened in July 2021 with a vision for Gloucestershire to be a county where everyone can enjoy good sustainable food, and nobody goes hungry.

The aim of FG is to work with organisations across the county to drive systemic change and build food security across all communities in Gloucestershire. Our aim is to partner with organisations across the public, voluntary and community and private sectors, including local and national food aid organisations; parish, town and district councils and Gloucestershire County Council (“GCC”).

FG aims to create a network of organisations across Gloucestershire, with members that are working collectively to identify the issues causing food inequality, and develop solutions for a better, fairer food system (“The Network”). The Network supports innovation, promotes best practice, and encourages collaborative action between communities, producers, suppliers, and policy makers.

The Network enhances the Countywide conversation around food, including its availability, quality, sustainability, and origin and is in a unique position to work across the whole county, and through its affiliation with the national movements of Feeding Britain and Sustainable Food Places, to represent its members in the national conversation and feed through the learning and opportunities that arise from these memberships. Additionally, through a good working relationship with GCC and the six District Councils The Network can influence, communicate, and collaborate at Local Government levels. The six strategic aims of Feeding Gloucestershire are:

1. To find sustainable solutions to helping people who are struggling with low incomes or debt to access good food that they can afford.
2. To champion systemic change to build food security, creating local, equitable and sustainable healthy food provision.
3. To reduce food waste.
4. To facilitate equitable access to emergency food provision.
5. To build community resilience and promote social inclusion, cohesion, and connection through food.
6. To help tackle the root causes of food poverty.

Background

After 3 years functioning as an informal network of partners interested in food systems and security within Gloucestershire. Feeding Gloucestershire established a board of trustees in late 2023 and secured Charitable Incorporated Organisation (CIO) status in early 2024. The board of trustees are now actively looking to put in place an organisational structure to deliver the workplan and meet the organisation’s strategic aims and vision for the coming years.

This structure will be put in place across two phases whilst FG secures long-term funding. The first phase of staffing will involve an interim structure, contracting medium term consultancy roles to fill the new structure for the remainder of 2024. Then, funding dependent, the Trustees hope to transition to more permanent positions in 2025. The interim structure comprises of 4 Feeding Gloucestershire staff roles, on consultancy contracts:

- 1x FG Managing Director
- 2x District Development Coordinators
- 1x Administrative Assistant

Gloucestershire district level work is split across the 6 districts of Cheltenham, Gloucester, Tewkesbury, Stroud, Cotswold and The Forest of Dean.

One Development Worker will support the predominantly urban districts of Cheltenham and Gloucester and initially Tewkesbury. The other role will cover the rural areas of Stroud, Cotswold and the Forest of Dean and take on Tewkesbury district after a handover from the urban Development Coordinator.

Responsibilities

The key responsibilities of this role are:

- Clerical support to the Trustee Board meetings including scheduling meetings and preparing minutes and papers.
- Administrative support for banking and CIO compliance tasks (e.g. processing invoices and payments, purchase orders).
- Support the Managing Director in day to day the running and management of Feeding Gloucestershire.
- General office and team administration.
- Monitoring, administration and updating of action points from staff and board meetings.
- Organisation and management of the Feeding Gloucestershire Sharepoint space
- Arranging and booking any relevant meetings.
- Attending any relevant meetings and taking notes where necessary to support the team in the execution of relevant events.
- Administration of any relevant strategic initiatives
- Grant management support (e.g. document proof reading) based on demand
- Answering emails or queries in a timely fashion.

Deliverables:

Deliverable 1: Regular minutes of staff and board meetings shared in a timely fashion

Deliverable 2: Scheduling of staff and board meetings

Deliverable 3: Processing of invoices and payments in a timely manner

Duration & Remuneration

It is estimated that the consultancy will **1 day per week** for a period of **10 months** from 1 June 2024 until 31 March 2025.

The daily rate for this consultancy shall be **£115**

Consultants are responsible for covering their own travel and expenses

*Please note: The duration of this consultancy is **dependent** on funding being approved.*

Key Working Relationships:

Key working relationships include the following:

Internal: 1x FG Managing Director, 1x FG District Development Coordinators (urban), FG Admin Assistant, FG Trustees

External: n/a

Travel

This consultancy is home based but would require some ad-hoc travel to face to face meetings within Gloucestershire (e.g. quarterly Board meetings)

Skills and Qualifications

Essential

- Experience as an Administrative Assistant.
- Knowledge of office management systems and procedures
- Proficiency in MS Office, especially MS Excel and Word
- Proficient in Sharepoint or other online document library software
- Proficient in working with budget spreadsheets.
- Proficient at booking and arranging meetings and events
- Proficiency in running online meetings on Zoom and MS Teams.
- Excellent time management skills and the ability to prioritise work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Strong organisational skills with the ability to multi-task
- Strong interpersonal skills and ability to work as part of a team

Desirable

- Proficient in presentation and design software eg Canva
- Proficient in uploading content to websites and social media.

Qualifications

- English and Maths level 2
- Professional qualification or equivalent experience in business administration.
- Valid driving licence

Interested candidates should submit their CV and cover letter to emma.keatingclark@feedinggloucestershire.org.uk by Friday 3rd May, interviews will be conducted on a rolling basis.