



Feeding Gloucestershire District Development Coordinator (Urban)

Consultant

SCOPE OF WORK

Position Title: FG District Development Worker (Urban)

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:

- Developing partnerships and projects in allocated districts
- Working closely with VCSE and Public Sector partners
- Running regular forums or events with communities and partners
- Maintaining communication about FG progress and feeding District progress to FG Board
- Maintain close collaboration with District Development Coordinator (rural)
- Mapping and gap analysis of district coverage to ensure FG is engaging diverse and inclusive communities and partners
- Working with the Manager to feed project progress into County and National projects.
- May be asked to join or report to CIO Working Groups for their area of expertise
- May also work with Specialist Freelancers in ad-hoc projects where appropriate
- Reporting to Managing Director on district progress on a regular basis, and Board of Trustees as needed

Deliverables:

Deliverable 1: Mapping of district coverage for Cheltenham and Gloucester and support on mapping for Tewkesbury district.

Deliverable 2: Input into and support on implementation of overall FG workplan.

Deliverable 3: Demonstrable feeding in of learning from district pilot project to country learning.

Deliverable 4: Maintaining and building productive partnerships across districts (Cheltenham, Gloucester and support for Tewkesbury).

Deliverable 5: Monthly meetings and updates provided to FG Managing Director.

Duration & Remuneration

It is estimated that the consultancy will take up to **3 days a week** for a period of **10 months** from June 1, 2024 until 31 March 2025.

The daily rate for this consultancy shall be **£266** (including expenses)

Consultants are responsible for covering their own travel expenses which for this role have been estimated at around **£6 per day**.

*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 (rural), FG Admin Assistant, FG Trustees.

External: NHS and Local Authority partners, national food organisations and networks (e.g. Feeding Britain, Trussel Trust etc), Voluntary Community and Social Enterprise partners, commercial partners (e.g. producers, suppliers, farmers) and others depending on strategy/demand.

Travel

This consultancy is home based but would require travel within Gloucester and Cheltenham and some Adhoc coverage of Tewkesbury during the handover period to the rural coordinator.

Skills and Qualifications

Qualifications, Experience and Professional Development

Asset Based Community Development qualification (or similar) or equivalent work experience

Knowledge and Experience

- Administrative experience including the management and operation of administration.
- Use of IT including Microsoft Office, also to analyse data.
- Working knowledge of CIO management and the role of the Governing Body.
- Experience of working effectively with a wide range of external partners.
- Experience of working in an 'Asset-Based' way with communities and partners.
- An understanding of contracts, risk assessment, health and safety and Safeguarding legislation.
- Commitment to personal / professional development.

Desirable

- Experience of managing budgets and financial reporting systems.
- Experience of reporting systems.
- Experience of project management.
- Successful experience in the submission of bids securing funding in the public sector.

Abilities and Skills

- Excellent organisation skills

- Experience in communicating ideas
- High level communication skills (both written and verbal)
- Excellent time management skills
- Ability to organise own work load and priorities on day to day basis using own initiative
- An ability to consult and share decision making with the Trustees.

Desirable

- Experience of funding generation
- Driving Licence to cover rural districts.

Personal Skills and Attributes

- High standards of professionalism with regards to confidentiality and discretion
- A total commitment to equal opportunities
- Highly motivated, positive and self-reliant
- Willingness to take on other roles and responsibilities within the team
- Empathy with Feeding Gloucestershire core aims and values
- Flexibility – the ability to work with the organisation on some evening and weekends when appropriate

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.