

Time & Talents Food Hub Co-Ordinator

We are looking for someone to refine and co-ordinate our current temporary COVID-19 emergency food relief distribution hub on the ground in Rotherhithe SE16 to ensure that those most at risk of food insecurity locally are getting the essential supplies they need. This will be followed by planning and managing the transition of these operations to an alternative site over the coming months, in collaboration with local partners.

What we do

Time & Talents is a lively, busy community centre in the heart of Rotherhithe, SE16. Set in a leafy heritage building, and 'T&T2', our second venue in Surrey Quays Shopping Centre, we offer something for everyone. With a history of 133 years of supporting people of all ages in Rotherhithe and Bermondsey, we bring people together for mutual support, fun and friendship, with a wide range of services and activities for older adults, children and families' projects and volunteering opportunities.

During COVID-19, in partnership with Southwark Council and other food hubs in the Borough, we have been operating a weekly temporary emergency relief food distribution hub from our Old Mortuary building. With a team of staff and volunteers, we take in deliveries and donations of essential food and hygiene supplies and in turn sort, pack and deliver food parcels to 250 of the most isolated and socio-economically disadvantaged people in the local area. We are now looking to refine these operations and to transition them to a partner site in Rotherhithe over the coming months. In the longer term, and in partnership with other local stakeholders, we want to develop a sustainable model that addresses food insecurity locally with dignity, choice and empowerment and connects local people to their community.

The role

In this role, you'll be;

- Running the weekly food distribution hub (currently operating on Wednesdays and Thursdays)
 - Managing the flow of food through the project to include:
 - Working with partners who donate food to the project
 - Ordering from our suppliers
 - Receiving deliveries and sorting and managing stock
 - Stock rotation
 - Safe storage of high-risk food items
 - Overseeing food hygiene
- Managing the recipients list, including accepting and rejecting referrals on a ongoing basis and in line with operational capacity
- Assessing and refining current processes and procedures
- Working with clients to shape and improve the service
- Supervising and training volunteers
- Planning and co-ordinating the transition of current operations to a local partner site in partnership with other local community organisations and wider stakeholders
- Managing the day-to-day finances of the project

About you

You are passionate about healthy food and nutritious eating and believe that quality food should be available for everyone. You're a problem solver and you get things done. You have strong relationship building skills and build trust and credibility easily. You're flexible, accountable, take responsibility, are highly organised and skilled in multitasking.

About us

We are an energetic, experienced, and passionate team of 15, with a strong sense of shared purpose and a lively sense of humour. You'll have the chance to make a big contribution to a growing, ambitious and innovative organisation which has doubled its reach and impact in recent years.

This role is part time, with flexibility for regular evening and occasional weekend working.

Time & Talents is wholly committed to inclusion and diversity, and to building a culture and environment where everyone is appreciated for the unique person that they are. We actively encourage applications from a broad range of backgrounds and experiences.

If you would like an informal chat about the job, please email recruitment@timeandtalents.org.uk with your phone number and a suitable time for us to call.

The closing date is 17:30 on Wednesday 7 October 2020. However, we'll be reviewing applications on a rolling basis, so please apply as soon as possible.

TO APPLY: All applications to be submitted online [here](#). Send a CV and a cover letter of no more than two sides of A4, explaining why you want the job and how your experience relates to the job description and person specification.

IMPORTANT: We'll use cover letters to assess applications alongside CVs. Please ensure you take the time to include a well-written cover letter as detailed above. We won't assess applications without one.

Coronavirus/COVID-19: the safety and wellbeing of our current and future employees remains a top priority, therefore interviews will be conducted remotely by video if necessary.

Time & Talents Food Hub Co-Ordinator Job Description and Person Specification

Purpose of the role

Co-ordinate temporary COVID-19 emergency relief food distribution hub operations. Refine current model and drive the transition to a more sustainable longer-term solution to addressing food insecurity in the local area.

Reports to: Director

Salary: £23-25,000 per annum (pro rata)

Hours: 15 hours per week (with the potential to increase to 22.5)

Annual Leave entitlement: 25 days (pro rata) plus bank holidays.

Pension: Matched contribution up to 5%

Term: 5 months fixed term contract (initially)

Probation: 3 months

Responsibilities

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Additional Requirements

- Attend staff meetings, work proactively with the team, and contribute to the wider activities of the organisation
- Any other activities as deemed appropriate by the line manager
- Undertaking general tasks at the request of the line manager in order to maximise the smooth running of the charity and its work
- Taking appropriate responsibility under the Health and Safety at Work Acts and complying with all other Time & Talents policies
- Participation in evening and/or weekend events and meetings

Person Specification

Essential

- Passionate about healthy food with a conviction that quality food should be available for everyone
- Friendly, positive, welcoming and personable with a high level of energy and enthusiasm
- Excellent interpersonal skills and good at dealing with a wide range of people
- Strong multitasking abilities and ability to work to meet objectives and to meet deadlines
- Ability to work collaboratively and experience of working well in a team
- Highly organised with excellent attention to detail
- Experience of working with volunteers
- Good standard of written English and numeracy skills
- Good IT skills including MS Office, experience of database use, with proven ability to learn new systems
- Experience of managing a budget
- Strong affinity with the mission and values of Time & Talents and the voluntary and charity sector
- Willing and able to undertake occasional out of hours working when required

Desirable

- Experience of working in the catering/hospitality sector or other professional food environments
- Experience in managing a team
- Food hygiene qualification
- Experience working in a food bank or similar
- Local knowledge of SE16 (Rotherhithe, Bermondsey, Surrey Quays, Canada Water)

Coronavirus/COVID-19: the safety and wellbeing of our employees remains a top priority. Therefore, depending on Government restrictions on social distancing, office working and travel, there may be a requirement for some homeworking. You will therefore need to be willing and able to train/work from home and have good broadband access to do so.