



Job Description

Community Food Co-op Coordinator

About us

St. Hilda's is Shoreditch charity with a 130-year history of supporting the local community. The core of the charity is a community centre with a hall, offices and social spaces which are used by the charity's many projects and are let out to the public. St. Hilda's runs several projects within the Tower Hamlets community, including the Sonali Gardens Day Centre.

About the Role

The Community Food Co-op Coordinator will build on the success of the current St Hilda's Food Co-op, which is now being used as a 'learning-lab' model for the development of a network of additional community-led food co-ops throughout Tower Hamlets.

The Food Co-op buys in high-quality organic and ethically sourced produce, which it sells to the community at prices accessible to all, offering affordable, healthy food while raising awareness of the environmental issues around food, and reducing the environmental impact of the food we eat.

As well as continuing to run the St Hilda's Food Co-op as a best practice model, the coordinator will support other community groups to set up their own Food Co-ops.

Reporting To: Head of Programme Development

Workplace: St. Hilda's East, Club Row, Shoreditch

Salary: £30,000 pro rata. This is a Fixed Term Contract for the duration of the project. There is potential for the project to be renewed, depending on external funding.

Hours: 30 hours per week (0.8 FTE). Based on a 4-day working week but flexibility will be required because of the needs of the project. Some evening work may be involved.

Tasks/Responsibilities

- Hands on management of the food coop, ensuring that the Coop delivers fresh food and advice to its customers in the community. Manage stock control, cash handling, food storage and distribution to pop-up sites.
- Lead on Food Co-op and pop-up stall set ups and pack downs, in line with health and safety regulations, including moving tables and lifting heavy stock.
- Build and develop our team of volunteers while promoting volunteering opportunities among the unemployed, socially excluded groups, and the wider community, encouraging a culture of shared learning, inclusiveness, and mutual support.
- Manage and develop the Food Co-op project; build customer base and drive expansion of the pop-up service, working with partner organisations and leading outreach to build awareness, particularly amongst groups identified as needing access to local fresh, affordable fruit and vegetables e.g., local families on low incomes and vulnerable people.
- Build partnerships with local schools, social housing providers and community organisations to connect with members of local communities and ensure Food Co-ops develop from grassroots level.
- Develop close relationships with suppliers, liaising with farms and growers' groups to increase the Co-op's supplier network and product range.
- Regularly monitor all aspects of the project, developing adequate record-keeping systems, including monitoring Co-op sessions and customer visits, volunteer participation in training, minutes from network meetings and a central database of partnership contacts.

- Monitor the development of the project in line with agreed targets and milestones, regularly reviewing progress and producing reports for the St Hilda's management board and funders.
- Control project costs, accurately managing stock to reduce waste. Ensure that volunteer expenses are documented and authorised and that project expenditure is in line with the agreed budget.
- To fulfil all duties in line with St. Hilda's policies (including Environmental, Equality and Diversity and Health and Safety).
- To attend supervision meetings, staff meetings and relevant training courses as required.
- To carry out any other reasonable duties that are necessary for the smooth running of St Hilda's East Community Centre in line with the skills of the post holder.

Essential skills/attributes

- Experience of project coordination/management or operational experience in a related field.
- Strong written and verbal communication skills, whether by telephone, in person or over Microsoft Teams.
- A strong understanding of food and income poverty issues and needs in an inner-city environment and their interaction with health.
- A passion for local fresh, healthy food and strong understanding of food sustainability and environmental issues.
- Knowledge and experience of delivering good practice and training in relation to volunteering programmes.
- A good team player. Able to effectively collaborate with/manage others.
- Ability to manage own time, to deliver to tight time scales and work under pressure.
- Ability to promote volunteering opportunities in the local community, including producing project publicity (e.g. leaflets and posters) and effectively use social media.
- Excellent communication skills and interpersonal skills. Ability to understand colleague and client needs and priorities in a multicultural setting and build relationships.
- Ability to lead on the physical set up and pack down of the food co-op and pop-ups in various venues, including moving heavy tables and stock.
- Understanding of stock control, cash handling, health and safety and team leadership.
- Ability to produce and present written reports.
- Experience of developing and maintaining record-keeping systems and budgets.
- An energetic and empathetic attitude, including the ability to motivate volunteers with low confidence.
- Good IT skills – able to use Microsoft Office, Windows etc.
- A commitment to putting equal opportunities into practice.
- An understanding of confidentiality with respect to volunteers and service users.

Desirable Skills and Abilities

- Experience of working in the voluntary and community sector.
- Cycling proficiency for transporting stock by bicycle or managing volunteers to do so.
- Knowledge of the Tower Hamlets area/community.

Our Recruitment Policy

St. Hilda's is committed to ensuring the highest levels of safeguarding and promoting the welfare of children, young people and the vulnerable in the community. The successful applicant will be required to give a full chronological work history and all offers of employment are subject to reference checks and an Enhanced DBS check.

How to apply

Please apply by sending your CV and a covering email to hr@sthildas.org.uk

The closing date for applications is close of business on Sunday 27 February, though we reserve the right to close applications early if we have enough suitable applications.

Interviews will be over Microsoft Teams in the first instance, followed by 2nd interviews at our premises on Club Row.