

NORTHAMPTONSHIRE ACRE
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FOOD PROJECT WORKER
Full time 35 hours per week
Fixed term contract to the end of June 2022
Salary: £25,000 per annum Pro Rata

We are recruiting a Food Project Worker on a fixed term contract, initially to the end of June 2022, who will be responsible for research and project work for the Sustainable Food Network North Northants (SFN NN). This role is funded through the UK Community Renewal Fund, which runs until the end of June 2022.

The role will entail research and development of the food chain (supply and demand) in North Northants including collating details of all existing food outlets across North Northants, recording these in an interactive online map and producing a report that highlights where there are gaps in the services as well as supporting new food retail outlets to open. The Food Project Worker will work closely with the Development Worker from Made in Northamptonshire (MiN), a county network group supporting businesses and individuals in the food and drink sector, and will need to build strong partnerships with a variety of statutory, private and voluntary sector organisations. This role would suit someone experienced in research work.

The successful applicant will also provide project support to the SFN NN as the group works towards becoming a [Sustainable Food Place](#) for the north of the county. The Sustainable Food Network was set up at the beginning of 2021 by Northamptonshire ACRE in conjunction with MiN and representatives from North Northants Council, voluntary sector organisations and Public Health. The Network's mission is:

*To ensure North Northamptonshire is a sustainable food place;
where everyone can enjoy healthy, local, affordable food;
communities can help shape their local food environment;
and where together we can work towards the eradication of food poverty and insecurity.*

Northamptonshire ACRE is a countywide charity working alongside rural communities to help reduce rural isolation and vulnerability. We support and advise Parish Councils, community groups, village halls and shops on a wide range of topics and encourage local action and participation in decision-making through grass roots community development.

JOB DESCRIPTION:

Job Title:	Food Project Worker
Salary:	£25,000 per annum pro rata
Duration:	Fixed term contract to end of June 2022
Hours of work :	35 hours per week. Some evening work and weekend work may be necessary, for which time off in lieu can be taken
Responsible to:	Chief Executive, Northamptonshire ACRE on behalf of the Sustainable Food Network North Northamptonshire
Based at:	Hunsbury Hill Centre, Northampton
Holiday entitlement:	20 days plus Bank Holidays & any current ACRE discretionary days, pro rata
Pension entitlement:	Northamptonshire ACRE will contribute 3% of qualifying salary to your pension pot. The pension provider is the People's Pension.
Geographical Area:	North Northamptonshire. Travel will be necessary for which appropriate expenses will be paid.

Responsibilities:

1. Collate details of all existing food outlets across North Northants including those in the hospitality sector, farms and farm shops, food producers and large manufacturers, independent food shops, rural supermarkets through to foodbanks, community larders and those involved in tackling food poverty.
2. Develop an interactive online map incorporating the known food outlets, for access by the public
3. Produce a report summarising the food chain situation in North Northamptonshire, identifying gaps in services with recommendations for how to fill the gaps.
4. Encourage new food outlets to develop that can help fill the gaps, working in partnership with North Northants Council Place and Economy directorate.
5. Liaise with the MiN Development Worker as they pilot two new food waste apps (Food Loop and Too Good To Go) and an online assessment tool (Zellar) to retail outlets, assisting with referrals from suitable retailers to the pilot.
6. Deliver training sessions to retailers about the food apps in conjunction with the MiN Development worker and arrange knowledge transfer workshops for partners including Parish Councils as applicable.
7. Provide secretariat support to the SFN NN including arranging regular steering group meetings, following up actions and liaising with partners.

8. In conjunction with the steering group for the SFN NN, complete the application to become a registered Sustainable Food Place with the national Sustainable Food Place network.
9. The role also requires working with an external partner, Pfizer, to instigate a marketing plan being developed for the SFN NN, which includes a new website and social media platforms.
10. The job description reflects the major tasks to be carried out by the post holder and identifies the level of responsibility at which they will be required to work. In the interest of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances of Northamptonshire ACRE. Such reviews, and any consequential changes, will be carried out in consultation with the post holder.

PERSON SPECIFICATION:

Essential Experience

1. The suitable person should have a food system background, such as in nutrition, food management or agro-food-sustainability.
2. An understanding of the current food and sustainability issues in the county.
3. Experience of working within and developing partnerships with a range of providers including statutory, voluntary sector and retail organisations. .
4. Experience of research, analysis of data and the production of reports.
5. Good written and oral communication skills and experience of group presentations.
6. Able to be innovative, resilient and adaptable in providing solutions for any issues that may arise when working with local retailers or communities.
7. Working experience of Microsoft Office packages.

Desirable Experience

1. Knowledge and understanding of the role of the Voluntary, Community and Social Enterprise sector and community groups within the food supply and delivery chain in the county is desirable.
2. An understanding of the rural food issues in the county, particularly around food access and insecurity.
3. Experience in training end users.
3. Knowledge of Web-page design/updating
4. Ability to use a range of social media platforms, particularly Facebook, Twitter and Instagram

Additional Requirements

1. Must be able to work alone and have the ability to prioritise own workload.
2. Ability to work to tight deadlines
3. Must have driving licence and access to a car.
4. Must be prepared to work flexible hours including evenings.

Equal Opportunities

Northamptonshire ACRE strives to be an Equal Opportunities employer but regrets that its offices are not currently accessible to wheelchair users.

Northamptonshire ACRE operates a no-smoking policy.

Application Process

To apply for the position of Food Project Worker you will need to complete the following documents and return them to Elaine O'Leary: elaine.oleary@northantsacre.org.uk by 5pm Sunday 16th January 2022.

1. The [attached application form](#)
2. A detailed cover letter that explains, with specific examples, how you meet the Person Specification. Please keep this to a maximum of 2 A4 sides.
3. An up to date CV
4. The attached [Equal Opportunities Monitoring form](#).

Interviews will take place the week commencing Monday 17th January 2022 via Zoom.