



Food Partnership Development Officer

Job Title:	Food Partnership Development Officer
Salary:	NJC Scale 22 £27,041 (pro rata)
Hours of Work:	20 hours per week
Contract Type:	1-year fixed term, with a possible extension
Managed by:	Citizen Advice Projects Manager
Working for:	Arun and Chichester Food Partnership
Place of Work:	Bognor Regis Citizens Advice office/remote working (with meetings across Arun and Chichester)

Closing date:

Interview date:

Job description:

This is a new role where the successful candidate will develop food co-ordination and support services to empower a move from food reliance to food resilience across Arun and Chichester. This role will be managed by Citizens Advice and working for the Arun and Chichester Food Partnership.

Project Coordination and Sector Engagement:

- Co-produce and work to a Food Action Plan alongside key stakeholders, which meets the partnerships stated aims and objectives around food resilience and sustainability.
- Develop a network of food and service providers through the facilitation of and following up on actions from meetings.
- Actively seek out new groups engaged in food provision and offer support and/or connect them to pre-existing groups as appropriate.
- Co-design and develop projects/services with people with lived experience to eliminate stigma, giving place to advocacy and dignity.
- Collect, collate and report on the impact of the work to key stakeholders.
- Update the partners on any changes with national, regional and local policy and new research.
- Attend meetings to represent the partnership.
- Write funding bids for the extension of this role as well as projects developing out of this work

General Responsibilities

- Develop case studies and other evidence to illustrate the impact and value of our work.
- Use agreed monitoring and evaluation tools to ensure that qualitative and quantitative service delivery outcomes are achieved.
- Arrange, attend and participate in team meetings, supervision, appraisals and ad hoc meetings as required within Citizens Advice.

- Respond to enquiries by telephone, email and post, signposting to other support when relevant.
- Uphold the aims and principles of the Citizens Advice service and its equality and diversity policies.
- Work in accordance with Citizens Advice safeguarding of children and adult's policy and practice.
- Establish and maintain effective and efficient administration systems for the delivery of the project.
- Ensure administration processes are in place for audit trails for all funders of the project.

Person specification

Essential

- Have knowledge of the complex factors which lead to requiring support with accessing food.
- Ability to sensitively engage with adults with lived experience of food insecurity who may have complex needs.
- Have good verbal and written communication skills with the ability to write reports and briefings – and be able to tailor communication to a range of groups and purposes.
- Have experience of running groups or forums, enabling a full range of voices and opinions to be heard and incorporated.
- Have experience of establishing and developing partnerships with other agencies and joint working.
- Confident in using a computer for word processing, diary management, email and ability to learn how to use our in-house database.
- Track record of successful income generation through fundraising or bid writing.

Desirable:

- Have experience of working in or with the voluntary and community sector.
- Have experience in community development work.
- Have experience in emergency food or community food projects.

Citizens Advice recognises the value in being diverse and inclusive and we promote equality and challenge discrimination. We welcome and encourage applications from people of all backgrounds and lived experiences.

To download our documents, please visit <https://arunchichestercab.org.uk/news/paid-roles-available/> or if you have any queries, please email the Chief Executive Officer, Luca Badioli, on l.badioli@arunchichestercab.org.uk.