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| **Hull Food Partnership**  **Community Food Support Officer**  **Job Description** |

**Job Title:** **Hull Food Partnership Community Food Support Officer**

**Responsible to:** **Hull CVS Head of HR and Operations**

**Based at:** **The Strand, 75 Beverley Road, Hull, HU3 1XL**

**Working Hours:** **21 hours per week (pro rata to 35 hour full time week)**

**Contract: 2 year fixed term or secondment opportunity**

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| **Scope:**  Hull CVS is the host organisation of Hull Food Partnership, a non-constituted group with a remit to lead on food systems work with a broad range of stakeholders in Hull.  Hull Food Partnership is a member of the Sustainable Food Places network of over 100 Food Partnerships across the UK, sharing and building on national expertise with a local, placed-based focus on food systems change. The emphasis is on using research and evidence to shape local and national policies so that the city and the nation benefits from good quality, nutritious food that is produced sustainably, and is available to everyone regardless of background, location or income with a focus on food insecurity and mitigating the impacts of poverty.  Hull CVS as the host charity operating within Hull; and Meeting New Horizons as the charity’s subsidiary body delivering services in the wider Yorkshire & Humber region; have been established to provide development and support services to local communities and the voluntary, community and social enterprise (VCSE) sector. A key part of our role is to provide a broad range of services and support to these organisations to aid their start up, effectiveness and longer term sustainability.  We currently provide a range of traditional services and advice that fulfils the everyday needs of charitable organisations, including supporting the recruitment and management of volunteers; delivering governance and constitutional advice to organisations; and providing a range of direct business support functions including low cost accommodation and room hire; networking opportunities; training; funding advice; payroll services; and finance and HR management; all helping organisations to start, grow and develop.  In addition to supporting the local sector, Hull CVS and MNH also directly delivers a range of projects to support local community empowerment. These include a range of volunteering programmes; patient voice and advocacy; direct payments support; and the administration of a number of small grant programmes for local Charitable Trusts. |

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| **Specific Duties and Responsibilities**    **Food Strategy, Charter and Action Plan:**   * Work with the Development Officer to support the development of Food Strategy Working Groups relating to each of the Six Key issues identified in the Food Strategy. * Contribute to the development of the Hull Food Action Plan and Charter with multi-stakeholder engagement.   **Food Insecurity:**   * Work with stakeholders to develop, coordinate and deliver a community bulk food distribution project. * Take the lead on the continuing development and roll out of the Food Exchange Platform, creating links between local food growers and community food organisations to enhance the fresh produce offer to the local population. * Work with the Development Officer to convene bi-monthly basis food alliance meetings, sourcing speakers to address areas of interest raised by the group, and make representations to local/national government on specific issues relating to food insecurity. * Work with the Campaigns & Projects Officer to map community food provision and associated periphery initiatives across Hull and identify gaps in provision alongside examples of good practice.   **Sustainable Food Places Silver Award:**   * Work with the Development Officer and Campaigns & Projects Officer to support the collection of data and content required to submit an application for Silver Award status. * Base Silver Award application on work delivered through the Hull Food Strategy, Action Plan and Charter.   **Development Work:**   * Support in the promotion and recruitment to the Food Partnership. * Ensure relevant national and local sustainable food work is promoted through Hull Food Partnership’s monthly newsletter, social media platforms and websites. * Contribute to national and local food policy work and research as appropriate. * Research and share potential funding opportunities for local organisations to consider. * Attend events, run workshops, deliver presentations promoting good quality, nutritious sustainable food   **Reporting and Performance Monitoring:**   * Ensure systems are in place to capture all outputs and outcomes in relation to the delivery of the programme. * To work with the wider CVS team ensuring that the program’s activity is linked into the wider activities of Hull CVS. * Collate and produce case studies for contribution to the Hull CVS Annual Report.     **General Duties:**   * To ensure that members of your team and wider organisation are adequately informed of your work as appropriate and information is provided as requested by your line manager. * To participate in planning and team building activities within the company and to contribute to the core operation and development of the organisation. * To take part in supervision / appraisals as agreed in line with organisational policy. * To undertake in-service training as appropriate. * To respect confidentiality of all information acquired through working at the organisation within the framework of the confidentiality policy. * To adhere to company policies and procedures. * To undertake any other duties commensurate with the level of responsibility of this post which you may be asked to undertake by Senior Management. * To have a strong commitment to equality and diversity and to form effective working relationships across our diverse communities. |