

St Paul's Church, Marylebone

would like to appoint a

Food & Wellbeing Project Manager

working primarily with the 'FoodCycle Marylebone' project

Role Description

- To coordinate the weekly community meal at St Paul's Church, in partnership with West London Synagogue & FoodCycle and organise the weekly rota for FoodCycle volunteers. (To comply with Covid-19 regulations the 'meal' currently operates as a delivery service to guests with the aim to move to a takeaway service before beginning the meal in person)
- To recruit, induct and train new FoodCycle Project Leaders (senior volunteers who lead sessions), including DBS checks; to organise and chair Project Leader meetings.
- To manage and work alongside volunteers and build good relationships between long-term, regular and one-off volunteers; to welcome and nurture volunteer leadership; to build a positive and encouraging volunteer experience; to offer opportunities for feedback, learning and development; to deal with complaints and queries and work with suggestions for changes.
- To build good relationships with guests at FoodCycle Marylebone through active presence and engagement with those attending, building on and nurturing good relations between church and community.
- To maintain and build good relationships with food providers in the local community in coordination with FoodCycle. Food providers currently include City Harvest and local supermarkets - Tesco, Waitrose, M&S - and occasional donations from local market traders, hotels and businesses.
- To organise the weekly plan for collection, preparation, hosting and serving of the meal or delivery; being present and engaged with each aspect of the day, making sure each stage of the project is covered by clearly instructed volunteers.
- To work with FoodCycle London Area Manager in making sure FoodCycle processes and policies are followed and to manage the FoodCycle Marylebone inbox.
- To work with the Finance Manager to keep up to date accounts and receipts, to work with fundraisers and donors, and keep accurate records for reporting back to funders.
- To participate in FoodCycle Training and Project Leader Training (Food & Hygiene / First Aid etc.) in coordination with FoodCycle.

Person Description

- Ability to plan and organise in a timely and collaborative manner.
- Good communication and listening skills with a good understanding of boundaries and professionalism, especially when working in a community that has multiple levels of deprivation and complex needs.
- Community-minded with good relational and pastoral skills.

- Not afraid to get stuck in with practical aspects of the day, on hand to collect food or help with cooking or hosting, when needed - a 'First one in – last one out' mentality.
- Strong awareness and experience of engaging with safeguarding issues.
- An open-heartedness to the values and religious foundation of the Christian and Jewish partners hosting the project, and to the interfaith, inclusive, communal foundations of the community meal

Practicalities

- 10 hours per week: Wednesdays (8 hours - times to be confirmed but evening hours are expected) + 2 hours admin per week (office/home based). There is possibility for extension of these hours on review as the project develops.
- Location:
 - Office base at St Paul's Church, 5 Rossmore Road, London NW1 6NJ
 - Food collection or delivery around Lisson Grove/Church Street (NW1/NW8)
 - Cooking at West London Synagogue, Seymour Place or other local venue
 - Hosting at St Paul's Church, Marylebone
- Remuneration: £14 per hour (equivalent to £606pcm / £7,280pa)
- Initial 2-year role (including six-month probationary period) with possible extension on review as the project develops.

Application by CV and Covering Letter stating:

- 1) How you meet the needs of this post and the role & person description;
- 2) What experience, skills or expertise you bring to this role;
- 3) Why you feel drawn to this role and how you see this role impacting the life of the church and the local community, particularly in an area of multiple deprivation including food poverty, loneliness and social isolation.

Application to: office@stpaulsmarylebone.org

Closing Date: Sunday 8 November 2020

Interviews (by zoom or in person, as allowed): Wednesday 11 November

Post to begin as soon as possible, subject to DBS clearance.

St Paul's, Marylebone is an Equal Opportunities employer and we welcome applications from all. However, we are aware that the Black and Minority Ethnic community are currently under-represented in our staff team, and so we particularly encourage applications from individuals of diverse ethnic and racial heritage. Appointment will of course be based on merit alone.