

JOB DESCRIPTION

JOB TITLE	Sustainable Food Officer
SALARY BAND	MEC Band 8 (£22,009 to £23,702) Pro Rata
HOURS	26 hours (3 ½ days) per week 1 year fixed term contract Work outside normal office hours will be required for which time off in lieu will be granted.
RESPONSIBLE TO	Senior Projects Manager
RESPONSIBLE FOR	N/A
LOCATION	MEC, Sandy Flatts Lane, Acklam, Middlesbrough, TS5 7YN. Travel around the local area will be required as may travel in the UK from time to time.
JOB PURPOSE	To deliver the Good Food Middlesbrough campaign.

Good Food Middlesbrough is a campaign that aims to build a thriving diverse community of food initiatives and enterprises and help to create multiple opportunities for the wider public to engage with and participate in their local food economy. The aim is that everyone will work together to help transform Middlesbrough's local food system. The campaign aims to develop a range of member-led activities that will showcase the diversity and expertise of those that are promoting and delivering sustainable food, with them taking ownership of events, new members being mentored to develop their own ideas, and the wider public supported to engage more as active food citizens, as workshop participants and through volunteering.

MAIN DUTIES AND RESPONSIBILITIES

- To take day to day responsibility for the delivery of the Good Food Middlesbrough campaign in line with the delivery plan to ensure that the identified outcomes are met.
- To work closely with and manage the relationship with formal project partnerships and look to expand partnerships, including VCSE (voluntary, community & social enterprise) and private sector partners.
- Engage and support a diverse range of food initiatives and enterprises from the VCSE and private sector with a good food movement and their local food economy, increasing awareness of and participation in related activity.
- Take the lead on creating an enhanced social media presence, linking with existing partner online platforms.
- Organise a programme of member-led meetings, producer visits, pilot local food markets, talks and workshops.
- Develop online and practical resources, including an interactive online toolkit, newsletter, and social media and marketing support.
- Keep records of all activity undertaken and participant engagement to assist in project evaluation and contribute to the preparation of reports.
- Support MEC and project partners in communicating and disseminating progress and achievements of the projects through a variety of channels, including social media.
- Develop and deliver awareness raising initiatives with a range of stakeholders and partners and run pilot initiatives to achieve the outcomes of the project.
- To work closely with the Middlesbrough Food Partnership and Food Power Alliance in all aspects of planning, coordination and delivery.
- To support the work of the Middlesbrough Food Partnership and Food Power Alliance, and contribute to the 22 Carrot Gold campaign, Middlesbrough plan to achieve Sustainable Food Places Gold Award.

In addition to these duties, all staff are expected to:

- Demonstrate and uphold MEC's core values: innovative; challenging; flexible; empowering, supportive; cooperative; inspirational; and adaptable.
- Assist with other aspects of MEC's work as appropriate and such other duties in keeping with the general aims of the post as may from time to time be determined by the Director.

- Ensure that the requirements of the company's Health and Safety policies and procedures are practised and observed.
- Ensure that the requirements of the Company's Equal Opportunities, Environment and Data Protection policies and procedures are practised and observed.
- Attend training as required to continue to undertake and develop the role effectively.
- Contribute to Middlesbrough's Public Health agenda, through developing a basic understanding of Public Health issues and signposting to local health improvement services. Appropriate training will be provided.
- As this post involves work with children and vulnerable groups, any appointment will be subject to a Disclosure under the Disclosure and Barring Service.

PERSON SPECIFICATION

Main Attribute	Detailed Attribute	Essential	Desirable
Qualifications	Good general education	✓	
	Qualification in food related subject		✓
	PTLLS or other education qualification		✓
Knowledge & Experience	Previous experience of delivering food related and/ or sustainability-based campaigns and/ or initiatives		✓
	Experience of managing initiatives involving a range of partners	✓	
	Understanding of whole system approaches to addressing complex issues		✓
	Delivery of awareness raising programmes and/or training	✓	
	Experience of contributing to project evaluation	✓	
	Financial management experience		✓
Personal Attributes	Personal enthusiasm to tackle the climate crisis	✓	
	Personal enthusiasm to support communities to partake in food related activities	✓	
	Excellent organisational skills	✓	
	Excellent written and verbal communication skills	✓	
	Ability to work on your own and as part of a team	✓	
	Ability to organise and prioritise workload and work on own initiative	✓	
	Ability to work under pressure and ensure deadlines are met	✓	
	Ability to find solutions to administrative problems	✓	
	Ability to maintain accurate records and filing systems	✓	
Ability to produce clear reports	✓		

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