



Corporate Cooking Events Coordinator

About the role

Position Title: Corporate Cooking Events Coordinator

Reports to: Senior Corporate Partnerships Manager

Hours: 7 hours per session (8.30am - 3.30pm or 11.00am - 6pm). Days and frequency of sessions variable, dependent on bookings

Pay: £12.00 per hour (Living Wage)

Location: Birmingham

Contract: Zero hours employee, fixed term contract for 12 months (to be reviewed after 9 months)

Position Summary

FoodCycle is all about tackling food poverty and social isolation through connecting communities over a delicious plate of food. This role is an exciting opportunity to help support the mission of the charity through a programme of income-generating corporate cooking teambuilding challenges. We have been running these successfully in London for a number of years and are now looking to replicate the model outside London, starting with a pilot in central Birmingham.

We are seeking a motivated, energetic, people-orientated person who is looking for a flexible role that has the potential to grow, dependant on corporate bookings. If you have a love of food, strong organisational skills and enjoy creating fun and engaging teambuilding sessions, then this is the role for you!

Roles and Responsibilities

- Facilitate and run Food Invention Challenges in a kitchen facility in central Birmingham, collaborating with corporate teams, local stakeholders and venue
- Coordinate event logistics such as venue and equipment setup, food collection and meal deliveries to local community organisations
- Create a warm, engaging environment during session, and able to confidently talk about FoodCycle mission as a charity.
- Ensure that the cooking sessions adhere to health and safety regulations
- Collaborate with the Fundraising Officer to plan Food Invention Challenges, ensuring alignment with organisational goals and objectives

Person Specification

<p>Proven Experience of</p>	<ul style="list-style-type: none"> • Ability to talk to people confidently about organisation mission • Being customer service orientated • Great organisational skills, with an ability to log and file important data accurately 	<ul style="list-style-type: none"> • Relationship building with corporates • Working in kitchens / hospitality
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	<ul style="list-style-type: none"> • Confidently leading a cooking team / team building event 	
Skills, knowledge, ability	<ul style="list-style-type: none"> • Excellent organisational and project management skills • Effective communication and interpersonal skills, with the ability to work collaboratively, as well as engage diverse groups of people • Previous experience in event coordination or project leadership • Knowledge of health and safety regulations related to food handling and event management • Knowledge of cooking 	<ul style="list-style-type: none"> • Food Safety Level 2 • First Aid at work qualification • Strong system administration
Personal Attributes	<ul style="list-style-type: none"> • Enjoys working with variety of people and confident to speak publicly • Flexibility to work ad hoc hours based on event schedules and availability of corporate clients • Resilience and adaptability in navigating challenges and overcoming obstacles • Self-motivated and able to work with minimal supervision 	
Values	<ul style="list-style-type: none"> • Honest and trustworthy • Commitment to FoodCycle's charitable objectives and ethics • Open • Balanced and fair • Passion for food and people 	

Working at FoodCycle

Holidays: 26.5 working days (this includes 3.5 days for the Christmas close down), pro rata based on FTE/working hours. Plus additional holiday for length of service, up to a maximum of 30 days (pro rata).

Pension: Staff are automatically enrolled after three months into our pension scheme unless you choose to opt out.

Flexible working: We encourage flexible working and allow staff to manage their own schedules. Some roles will

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require occasional evening and weekend working.

Health Care: Allows staff to claim money back on healthcare bills and includes access to telephone counselling and online GP appointments.

Wellbeing Hour: Staff are encouraged to one hour per week (on top of their regular break time) to use for their personal wellbeing. This could involve taking a walk, going to the gym or having a longer lunch break.

Training: We believe in the development of our staff - we are committed to providing relevant training and development opportunities to all staff.

Equipment: Whilst working with FoodCycle you will be provided with a work mobile and laptop.

Equal Opportunities: FoodCycle is an equal opportunity employer and values diversity.

London Head Office: For those that live within commutable distance of Vauxhall, we have a Head Office where you can choose to work from.

Team away days and socials: With a workforce based all over the UK we have annual all team in-person, away day, team get-togethers, regional socials, virtual all team check-ins and informal on-line catch-ups – we've even started a virtual book club!

The role advertised is 'Regulated Activity' and as such is not exempt from the Rehabilitation of Offenders Act 1974 . Successful candidates will be subject to an enhanced DBS disclosure check

Applying for this role

What to send: A cover letter stating how you meet our person specification and a CV

Deadline for your application: 11.59pm on 7th May 2024.

Shortlisted candidates will need to complete a 30 minute task prior to being invited to interview.

Interviews will take place: w/c 13th May 2024

Safeguarding Statement

Safeguarding is everyone's business – FoodCycle is committed to safeguarding and promoting the welfare / wellbeing of children, young people and adults at risk. It expects all staff and volunteers to share this commitment.

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