



# JOB PACK

**Schools Coordinator – Central Region**

#WeAreFoodCycle

[www.foodcycle.org.uk](http://www.foodcycle.org.uk)

FoodCycle is an equal opportunities employer.





# ABOUT FOODCYCLE

FoodCycle has been nourishing communities with food and conversation since 2009. Every week, thousands of volunteers across the country transform surplus food into healthy, nutritious meals for anyone that would like them, no questions asked. Each community meal offers a safe, warm space to enjoy a free cooked meal and company, which helps guests save on food and electricity bills.

At a FoodCycle community meal you'll see people from all backgrounds and walks of life, coming together. From low-income families, the elderly, refugees and those that may be homeless. Everyone is welcome at FoodCycle. By bringing people together in this way, FoodCycle is tackling hunger, loneliness, improving mental wellbeing, strengthening community spirit as well as promoting sustainable diets.

## OUR AIMS



### Connect communities

Help strengthen and build resilient communities by bringing people together to share healthy, delicious meals.



### Support mental health and wellbeing

Enhance the health and mental wellbeing of all by creating welcoming spaces for people from all backgrounds and walks of life to have conversations together.



### Nourish the hungry

Improve nutrition and reduce hunger by cooking healthy meals for those in need, leading to improved food knowledge and changes in behaviour.



### Promote sustainability

Change attitudes to food and society's impact on the environment by cooking with surplus ingredients.



### Inspire change

Share the virtues of our community dining model and the voices of our guests to gain greater support and speed our expansion, enabling us to help more people and more communities.

# A MESSAGE FROM THE CEO



Welcome - we're delighted to see that you're interested in joining FoodCycle. People are at the heart of everything we do from our volunteers, guests, supporters, organisations and of course our dedicated staff team.

I'm sad to say that our meals are needed more than ever, it is reported that 1 in 5 people in the UK are in poverty and last year alone we saw a 30% increase in people attending FoodCycle's community meals.

We know that community dining acts as a social anchor for many and has huge benefits to our guest's physical and mental wellbeing. We're on a mission to be the leaders in delivering and promoting the positive impact of community dining and we need amazing people like you, to help us get there.

If you care about people, have a taste for nutritious food, and really want to make a difference to people, communities and the planet, then we think you'd fit right in!

*Sophie*

## 2024 IN NUMBERS

**162,991** COMMUNITY MEALS\* SERVED

**102** LOCAL COMMUNITIES SUPPORTED

**320** TONNES OF SURPLUS FOOD SAVED

**8,770** VOLUNTEERS DONATED  
**162,810** HOURS OF THEIR TIME

**277,064** HOURS SPENT ENGAGING WITH OUR GUESTS

**83%** OF FOODCYCLE GUESTS SAID THAT COMING TO A FOODCYCLE MEAL MAKES THEM FEEL HAPPIER



### AWARDS



**Charity of the Year**  
Third Sector



**Charity of the Year**  
Charity Times



**Drummond Community Award**  
British Nutrition Foundation



**Business Hero**  
Better Hospitality

\*A community meal is a two or three course meal cooked and served by FoodCycle volunteers and eaten by our community of guests and volunteers.

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# Schools Coordinator – Central Region

## About the role

**Position Title:** Schools Coordinator - Central Region

**Contract:** Permanent

**Reports to:** National Schools & Franchise Manager

**Hours:** 30 hours per week (0.8 FTE)

**Pay:** £26,000 per year FTE (£20,800 pro-rata)

**Location:** Home based + Delivery based in allocated schools in Central Region

## Position Summary

This is an exciting opportunity for someone with a passion for food and community to be a part of FoodCycle's after-school community meal projects. Initially focused on delivery in Birmingham/West Midlands, as Schools Coordinator, you will coordinate and deliver weekly family meals at your allocated schools (2-3 evenings per week) as well as coordinate all aspects of the projects, from volunteer management to food surplus supply.

Our after-school community meals will be spaces where families of school children can gather at the end of the school day to enjoy a free nutritious meal and be among the school community. With the support of our National Schools & Franchise Manager you will manage local relationships with schools, community partners, supermarkets and volunteer recruitment channels to enable our meals to happen each week. As a can do person and excellent communicator, you will manage the volunteers at each project ensuring they are trained, supported and on-message with FoodCycle strategy.

This role will contribute to the wider objectives of both the schools team and national programmes team to support the delivery of FoodCycles objectives. The role is a direct delivery role which will also include partnership working and regular communication with schools to ensure the safe and effective running of our meals and positive relationships with school families.

There will be frequent travel within Central Region (Initially focused in Birmingham/West Midlands), with evening work required. A full driving license and access to a vehicle for work purposes is essential for this rewarding role.

## Roles and Responsibilities

1. School meal facilitation – lead all aspects of 2-3 weekly early evening meals in schools including facilitating the cooking and serving of our meals, coordinating teams of cooking volunteers in the kitchen and hosting volunteers in the dining hall to cook and serve a free, nutritious, vegetarian meal to families within the school community.

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2. Schools partnership – liaise and build strong relationships with schools to enable them to engage with community meals and further support our work, keeping disruption to a minimum. You will check in and maintain ongoing relationships with key school contact including Heads of School, Business Development and Operational Leads, working with the support of our National School & Franchise Manager
3. Volunteer management and recruitment – directly manage and support a full team of volunteers at allocated FoodCycle Projects in schools.
4. Families – ensure that all guest experiences are positive and continue guest outreach in collaboration with the schools to ensure as many people as possible can access our meals safely.
5. Safeguarding – uphold FoodCycle’s commitment to safeguarding and promoting the welfare / wellbeing of children, young people and adults at risk. Take appropriate action or escalate to the National Schools & Franchise Manager.
6. Health and Safety – coordinate all health and safety-related actions at the after-school community meal projects. Take appropriate action or escalate to the National Schools & Franchise Manager.
7. Monitoring and evaluation – supported by the National Schools & Franchise Manager and Head of Programmes, ensure impact and outputs monitoring takes place across the pilot programme.
8. Communications – working with the Communications team to manage volunteer communications for your Projects, including monthly content for newsletters, updating the website, social media and other channels. Be an advocate for FoodCycle at external meetings.
9. Supermarkets and Independent store relationships – Develop supermarket and local store relationships at a community level to support access to surplus food.
10. Policies and Procedures – ensure you are fully familiar with all of FoodCycle’s policies and procedures, and that you encourage your volunteers and guests to be aware of policies and procedures that are relevant to them.
11. CRM Systems - Updating Salesforce with relevant project data including volunteers, surplus food suppliers, venue data, weekly project reports and key relationship management data.
12. Support the rest of the Programmes team with ad hoc duties aligned with Food Cycle objectives.

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## Working at FoodCycle

### Equal Opportunities

FoodCycle is an equal opportunity employer and welcomes applications from individuals of all backgrounds. We are committed to creating an inclusive and diverse workplace where everyone feels valued and respected.

### Holidays

26.5 working days (this includes 3.5 days for the Christmas close down) plus additional holiday for length of service, up to a maximum of 30 days.

### Pension

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

### Training

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

### 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!

### Staff Benefits

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

## Applying for this role

**How to apply:** Upload a note stating how you meet our person specification and a CV, via our vacancy website.

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

**Inclusivity:** FoodCycle is an equal opportunity employer and welcomes applications from individuals of all backgrounds. We are committed to creating an inclusive and diverse workplace where everyone feels valued and respected.

**Safeguarding:** The role advertised is 'Regulated Activity' and as such is exempt from the Rehabilitation of Offenders Act 1974, and any appointment will be subject to a satisfactory enhanced DBS disclosure check.

## 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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## Person Specification

	Essential Criteria	Desirable Criteria
Proven Experience of	<ul style="list-style-type: none"> <li>• Experience of working with primary school-aged children or families, in school or other setting</li> <li>• Experience of coordinating the planning, delivery and development of community led/owned programmes</li> <li>• Experience in hospitality or food businesses</li> <li>• Experience of working to targets and inspiring volunteers to work to targets</li> <li>• Monitoring and evaluating projects and reporting to external and internal stakeholders</li> <li>• Experience of recruiting and coordinating volunteers and coordinating programmes that support vulnerable beneficiaries</li> <li>• Experience of building relationships with a range of stakeholders – other charities, local authorities, funders and local champions and enhancing shared community assets</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working within or in partnership with schools</li> <li>• Volunteer Management Qualification</li> <li>• Experience of working with finance systems and supporting volunteers to use finance systems</li> <li>• Experience of health and safety, risk assessment and risk management.</li> <li>• Experience of working with child protection and vulnerable adults and following safeguarding policies</li> <li>• Experience of devising and delivering volunteer training sessions</li> <li>• Experience working from home or in the field</li> </ul>
Skills, knowledge, ability	<ul style="list-style-type: none"> <li>• Able to network effectively, identify new opportunities for project openings and bring them into fruition</li> <li>• Strong team leader and team worker</li> <li>• Excellent written and verbal communication skills</li> <li>• Ability to work with CRMs and databases.</li> <li>• Good organizer – ability to manage multiple Projects and build teams with a wide variety of people</li> <li>• To think and plan strategically</li> </ul>	<ul style="list-style-type: none"> <li>• Expertise in food sustainability, food poverty and/or social isolation issues</li> <li>• Knowledge of Salesforce</li> <li>• Knowledge of health and safety, risk assessment and risk management.</li> <li>• Knowledge of keen importance of nutrition especially with plant based diets and or adults and children at risk</li> </ul>

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<p>Personal Attributes</p>	<ul style="list-style-type: none"> <li>• Personable and warm</li> <li>• Self-Starter, results orientated</li> <li>• Strong communicator and good listener</li> <li>• A full driving license and access to a vehicle for work purposes is essential for this rewarding role</li> <li>• Willing and able to travel within Central Region (Initially focused in Birmingham/West Midlands)</li> <li>• Willing and able to work regular evenings</li> <li>• Live in (or relocating to) an area that allows the travel the role requires</li> </ul>	
<p>Values</p>	<ul style="list-style-type: none"> <li>• Honest and trustworthy</li> <li>• Commitment to FoodCycle's charitable objectives and ethics</li> <li>• Open</li> <li>• Balanced and fair</li> <li>• Passion for food and cooking</li> </ul>	

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