



## Job description

Job title	Northern Ireland Engagement Officer – Food for Life get Togethers
Reports to	Northern Ireland Programme Manager
Location	Home Based in with regular travel to Belfast, Fermanagh, Omagh and Newry Mourne and Down District and occasional to Bristol and other UK locations as required.
Department	Food for Life
Purpose of the role	<p>To promote the Programme, developing a diverse and inclusive network of active Food for Life Get Togethers supporters, participants and partners across Northern Ireland.</p> <p>Together with the Northern Ireland Programme Manager engage and support schools, care and community settings across Northern Ireland in the delivery of cross generational good food activities.</p> <p>Build the capacity of local organisations to sustain regular cross generational food activities, including through making connections between settings / groups and delivering informal training.</p>
Key responsibilities	<p>To contribute to the mapping of key local stakeholders and partners</p> <p>Develop local networks of Food for Life Get Togethers supporters across Northern Ireland who can deliver Get Togethers activities, including linking with local networks of the Programme's National Partners</p> <p>To promote the Programme, engage and inspire settings, groups and organisations (including nurseries and early years, schools, community groups, care settings, caterers) to participate by phone, online and face to face.</p> <p>To provide practical support and advice to settings in how to deliver cross generational real food activities, delivering training and resources as required.</p> <p>To assist the Northern Ireland Programme Manager in all aspects of programme delivery, planning, monitoring, reporting, evaluation and project administration.</p> <p>Work with Food for Life's communications and marketing team and the Northern Ireland Programme Manager to promote the programme in the Northern Ireland, providing inspiring content and acting as an ambassador and spokesperson for the programme.</p> <p>To proactively make connections between settings, groups or organisations supporting different generations through cooking, growing and eating food.</p> <p>Take a test and learn approach and support the implementation of co-design activities and workshops with local community stakeholders, ensuring that the Northern Ireland programme keeps people in the lead and promotes local ownership.</p>



	<p>Champion the inclusion of disadvantaged and diverse communities in the programme, taking a person centered, flexible approach which focuses on enabling engagement across the community.</p> <p>Coordinate regular communications with partners, stakeholders and settings, ensuring the awareness of the Programme is high within Northern Ireland.</p> <p>Work with the wider Programme team, other Food for Life teams, national and local community partners to build local capacity for cross generational food activities to be sustained beyond the funded project.</p> <p>Work within Soil Association policies and procedures and use the Food for Life CRM and other management systems effectively.</p> <p>Conduct the role in accordance with the highest levels of customer service and quality, ensuring adherence with safeguarding children, young people and Adults At-Risk procedures and organisational policies</p> <p>Contribute to the wider Programme through participation in relevant meetings, consultations and events both internally and externally</p>
Knowledge & experience	<p><b>Essential</b></p> <p>Experience of working or volunteering in at least one of the following organisations/settings - early years/nurseries, schools (primary and/or secondary), Care Homes or community based older people's services</p> <p>Experience of building productive working or volunteering relationships with a range of community stakeholders which inspire action</p> <p>Experience of delivering on set project outputs, outcomes and deadlines, compiling monitoring and evaluation data to a high standard.</p> <p>Experience of delivering training and or public speaking</p> <p>Understanding of, and commitment to the value of diversity and inclusion</p> <p><b>Desirable</b></p> <p>Knowledge of food issues relating to institutional settings and or communities</p> <p>Knowledge of the challenges faced by schools early years settings, care homes or community based older people's services</p> <p>Experience of coordinating/delivering projects with food and/or education focus</p> <p>Understanding of safeguarding practices with children and Adults At-Risk</p> <p>Understanding of asset based approaches to community development</p> <p>Experience of cross or inter-generational work</p>
Personal qualities and Skills	<p><b>Skills</b></p> <p>Excellent communication skills, both verbal and written</p> <p>Excellent planning, organisational, multi-tasking and time management skills</p> <p>Excellent interpersonal skills</p> <p>Excellent presentation skills</p> <p>Excellent training skills</p> <p>Confident IT skills with good working knowledge of Microsoft Word, Excel and PowerPoint and the ability to work remotely</p> <p><b>Personal qualities</b></p>



	<p>Well organised and able to prioritise and meet fixed deadlines</p> <p>Able to work effectively as a member of a remote team</p> <p>Self-motivated with the ability to work effectively under own initiative</p> <p>Demonstrable commitment to safeguarding and promoting the welfare of children and young people, and Adults At-Risk</p>
Other	<p>Full clean driving license</p> <p>DBS Enhanced Disclosure check, or equivalent in Northern Ireland</p> <p>Travel required across Belfast, Fermanagh, Omagh and Newry Mourne and Down District in Northern Ireland with occasional travel to operational meetings across the UK and to the head office in Bristol</p>
Grade / salary	£24,537 per annum
Contract type	Fixed term starting January 2020 – May 2021
Hours of work	<p>Fulltime, 37.5 hours per week.</p> <p>Office working hours are 9.00am – 5.30pm, with flexibility for some early morning, evening and weekend work as and when required.</p>
Probationary period	6 months
Notice period	1 month
Holidays	You will be paid for 27 days holiday per annum pro rata plus bank holidays rising to 30 days after 5 years, pro rata
Produced by	Dale Cranshaw
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