

ROLE PROFILE

Job title	Network Coordinator - Sustainable Food Places
Reports to	Sustainable Food Places Programme Manager (Soil Association)
Key relationships	SFC Network members, prospective members and wider partner organisations SFC related staff in the 3 partner organisations (Soil Association, Food Matters, Sustain) Associate Director - Major Programmes (Soil Association)
Location	Home based, with regular travel to Soil Association office in Bristol and across the UK the including some overnight stays.
Department	Food and Farming
Background	<p>Sustainable Food Cities is a partnership programme led by the Soil Association, Food Matters and Sustain: the alliance for better food and farming. We support the development of local cross-sector food partnerships of public agencies, businesses, voluntary and community organisations that work together to make healthy and sustainable food a defining characteristic of where they live.</p> <p>Sustainable Food Cities is entering a new and exciting third phase in which we will be working to adapt and extend the SFC model to new places and new geographies as part of a wider Sustainable Food Places initiative, with the aim of building a critical mass of 100+ dynamic and inclusive sustainable food partnerships across all parts of the UK.</p>
Purpose of the role	<p>The Network Coordinator will be a pivotal role in Phase 3.</p> <p>Key everyday tasks will include ensuring all our members get the right support at the right time; fostering learning, exchange and peer to peer support across the Network; signposting members to good practice; helping members and prospects to plan effectively and overcome challenges in establishing and running their local food partnerships and programmes; managing and delivering Network communications and events including the website, newsletter, social media, conferences and other events; and helping to coordinate SFC operational staff in their engagement with and support for members.</p> <p>This is a multi-faceted role suited to someone with energy and enthusiasm who can work under pressure and is happy to juggle multiple different strands of work at the same time while maintaining good working relationships with a huge range of stakeholders.</p>
Key responsibilities	<ul style="list-style-type: none"> • Act as the primary point of contact for existing and prospective Network members and coordinate the support provided to them by SFC staff. • Ensure SFC Network members and prospects can fully engage with all

	<p>Phase 3 work streams.</p> <ul style="list-style-type: none"> • Monitor engagement with Network members to ensure that all receive direct contact and/or support at least once each year. • Identify SFC Network members' emerging needs and challenges throughout Phase 3 and work to continuously improve the quality of the support provided. • Support members and prospects by signposting to useful guides and resources and providing bespoke advice and support where needed. • Manage the applications process for prospective new SFC Network members; and track, prompt & process annual SFC award renewals. • Manage, coordinate and deliver Network communications, including updating website content, producing the e-newsletter and overseeing social media platforms. • Identify, collate and disseminate relevant news and information via the newsletter, email and social media. • Lead the organization of the annual national conference, as well as regional networking events and workshops. • Organize a programme of regular webinars for SFC Network members and others on a range of key topics. • Support the development of a peer-to-peer mentoring programme that maximises learning, exchange and peer support across the Network. • Support effective management of Phase 3 grants, including progress monitoring and capturing data and case studies in support of the programme evaluation. • Be a spokesperson and advocate for the SFC Network and approach to a full range of stakeholders, particularly at a local level. • Contribute to all aspects of Phase 3 work stream development to ensure they best support the diverse needs of Network members and prospects.
<p>Qualifications</p>	<ul style="list-style-type: none"> • Educated to degree level or equivalent.
<p>Knowledge & experience</p>	<p>Essential</p> <ul style="list-style-type: none"> • Considerable knowledge of the role, importance and opportunities to use food in driving positive social (health), economic and environmental change. • Experience of helping to coordinate a successful complex change programme, preferably multi-partner, multi-sector and multi-stakeholder. • Experience of relationship development at a senior level, including for example with Local Authorities, public health bodies, NGOs and the community sector. • Working knowledge of current policy, financial and operational drivers and constraints of Local Authorities and other key local public bodies. • Experience of written and verbal communication, including web content management, e-newsletters and/or social media. • Experience of organising events, including programme design, overseeing catering & logistics, and on-the-day coordination.

	<ul style="list-style-type: none"> • Ability to work with others and manage and prioritise a large and complex workload using shared systems. <p>Desirable</p> <ul style="list-style-type: none"> • Practical experience of, and personal interest in, working on food, health and sustainability at a local and/or national level. • Knowledge of the UK food sector and food-related non-governmental and community organisations promoting city-relevant solutions for healthy and sustainable food. • Knowledge and experience of local Sustainable Food Cities partnerships and programmes or similar initiatives. • Experience of promoting learning and exchange across a network. • Practical communications skills such as web editing and webinars. • Experience in writing and presenting for mainstream and social media. • Experience of monitoring and evaluation processes.
Skills & personal qualities	<ul style="list-style-type: none"> • Excellent networking and relationship-building skills. • Excellent influencing, negotiating and brokering skills. • Excellent communication skills (both written and verbal). • Confident in Word, Excel, PowerPoint, web-editing, social media. • Highly motivated • Able to adapt to a rapidly changing environment. • Able to prioritise and meet tight deadlines and targets. • Empathy with the aims and objectives of Sustainable Food Cities and partners. • Able to work independently and as part of a geographically remote team. • Friendly, organised, efficient, diplomatic, pragmatic and flexible.
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