



Job Title:	Project Coordinator: Sutton People's Kitchen
Start Date:	4 January 2016
Hours:	3.5 days per week (26.25 hours)
Salary:	£22,000 pro rata
Contact length:	12 months (funding unlikely to be extended)
Probationary period:	3 months
Location:	Sutton Community Farm, South London, SM6 0SH

JOB PROFILE

Purpose of the position

Sutton People's Kitchen is a project that's about bringing people together to celebrate food, encourage healthier eating and lifestyles and promote local food growing. The project comprises the following activities:

- Pop-up market stall
- After-school and community cook clubs
- Community banquets
- Food film screenings

For more information about the project, please visit www.suttonpeopleskitchen.com

This is a short-term project running until December 2016. We're looking for an individual who is highly organised to coordinate the range of events and activities in this project. We expect the applicant to have experience managing events and people, as well as the process of monitoring and evaluation. The applicant should be a warm, approachable, self-starter with excellent communication skills. They should also have a passion for local food, cooking and healthy lifestyles.

You will be representing one of London's most exciting community farms, based on a 7 acre smallholding near Wallington. The individual will gain experience in the environmental sector and be part of an exciting social enterprise that's creating a healthier local food system.

Qualifications and skills level

- Proven track record in project management
- Proven ability to build and maintain successful relationships
- Event coordination experience
- Staff and volunteer management including recruitment
- Experience of managing and working with volunteers
- Highly organised, and competent with complex workloads
- Competent with computers, spreadsheets and social media
- Excellent communication skills
- Enjoyable personality, approachable, positive and authentic
- Resourceful, flexible and able to work on own initiative
- Understanding of, and commitment to sustainable agriculture and farm ethos

Preferable:

- Local Sutton knowledge
- RSPH Level 2 Understanding Health Improvement
- Clean driving license
- Please note that a DBS check will be required for this role.

Duties and responsibilities

Project design and event coordination	Ensuring all project activity is of high quality, delivering a positive educational experience. All events should be popular and well-attended. Please note, you will be expected to work some weekends and evenings for the events.
Project administration	<ul style="list-style-type: none">● Partners and stakeholder engagement: meetings with venues, project funders, volunteers and cook club tutors.● Monitoring and evaluation: the project involves extensive monitoring and evaluation to understand the project's impact. This will be reported to the project funders and other stakeholders as appropriate.● Other admin as required
Project marketing and promotion	Clear and consistent communications to ensure the project is marketed well across the community. This includes social media, press releases, a project newsletter and updating the website.
People management	The project involves coordinating 15 trained cook club tutors who will help deliver the cook clubs and support the variety of events. You will also enlist and work with farm volunteers and University students on a work placement to support the project.
Project development	Evaluating options for extending the project and exploring funding opportunities.

Preparations and planning for this project has already started.

Sutton Community Farm - About us

Sutton Community Farm is a community-owned social enterprise with a mission to increase access to fresh, healthy, sustainable food and provide a space for the community to cultivate skills. We are a highly motivated team, passionate to help create positive relationships between people and food. We farm with organic principles and strive to be a deeply sustainable business. We are driven by values of respect, transparency, quality and integrity.

We aim to make our Farm accessible to as wide a range of the public as possible and are committed to ensuring that everyone is treated fairly. You can find out more by reading [our Equal Opportunities Policy](#).

We believe in fair pay: all staff are paid above the London Living Wage and we maintain a low pay ratio. This means that the highest paid member of staff is paid no more than 1.5 times the lowest paid member of staff. Sutton Community Farm does not pay overtime, however time in lieu can be negotiated with the General Manager. Please visit our website for more information: www.suttoncommunityfarm.org.uk

Position in organisation

Sutton Community Farm is a small enterprise with six employees. The Sutton People's Kitchen Project Coordinator will report to the General Manager.

How to apply

To apply please send your CV and a covering letter to Samuel Smith: sam@suttoncommunityfarm.org.uk.

Deadline for applications: 29 November 2015
Date of interviews: w/c 30 November 2015
Start date: 4 January 2016