

Projects Officer: Neighbourhood Food Model

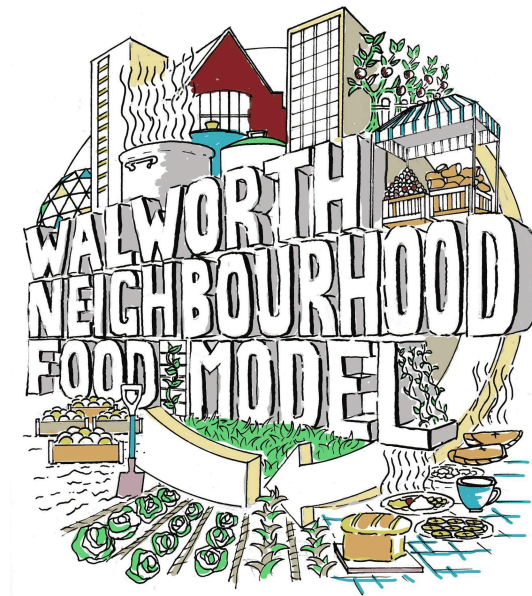
Application Deadline: 9am Mon 29th April 2024

Interviews: Week of 6 May 2024

To apply: complete and submit the application form at this link:

<https://airtable.com/appGg309mayzUCEQO/shraLeNGaiSE9hgxc>

We will be shortlisting and interviewing suitable candidates as soon as applications come in, and encourage you to apply soon.



Role Overview

The [Walworth Neighbourhood Food Model](#) is an ambitious, long-term approach to tackling the root causes of food insecurity in our neighbourhood. It offers a vision for a network of complementary spaces and initiatives, to build social connection through food, develop local supply chains, and transform the local food economy.

Pembroke House

80 Tatum Street, London SE17 1QR | 020 7703 3803
info@pembrokehouse.org.uk | @Pembroke1885

Registered Charity Number: 1177866 Registered Company Number England and Wales: 10586362



As **Projects Officer: Neighbourhood Food Model** you will lead on specific projects within the wider Neighbourhood Food Model. Your role will be to grow collaborations, facilitate groups and workshops, and coordinate action. You will be building alliances with local food growers, chefs, researchers, council officers and residents to build a better local food system in Walworth..

This is a key role with a significant level of responsibility, working in a small dynamic team, at a crucial time in the development of this ambitious programme.

Responsible for: Planning, organising, recruiting, facilitating and documenting a range of groups and collaborations that aim to transform Walworth's food system.

Location: Pembroke House (SE17 1QR), Walworth Living Room (SE17 2JU) and wider Walworth neighbourhood (SE17)

This role is not suitable for remote-working. The vast majority of the work requires you to be present for in-person meetings, activities, and events in the neighbourhood of Walworth, South London.

Hours of Work: Full time post: 5 days / 35 hrs per week, in person.
(Full time availability is preferred, but 0.8 FTE may be considered)

Usual working week is Monday - Friday, 9am - 5pm, but this role requires some flexibility to work evenings or weekends to attend community meetings or events. You should expect to be working approximately 2-4 hours of evening or weekend meetings every week, which you will claim back as time off in the same week.

Budget oversight: Delegated project budgets TBC (approx £5,000-£10,000)

Line Manager: Director of Partnerships

Contract length: 12 months

Salary: £29,903.50 per year

Pembroke House actively seeks and encourages applications from candidates from diverse backgrounds. We actively encourage applications from eligible candidates from global majority backgrounds. We strongly encourage applications from people who live locally, and put a high value on what lived experience of the local area could bring to this role, and the organisation as a whole.



Background

Pembroke House is a centre for social action and residential community in Walworth, south-east London.

We were founded in 1885, by students from Pembroke College, Cambridge, as one of the first settlement houses. Shocked by growing poverty and inequality, the pioneers of the settlement movement sought a new approach: taking up residence to live, work and solve problems alongside local communities.

For over 130 years, we've been working to bridge traditional divides and unite people – whatever their background or walk of life – in building a better Walworth.

From Pembroke House's lunch club, to the [Walworth Living Room](#) Cafe, and Hot Meal on the Way Home - food has always played a part in bringing people together at Pembroke House.

During the pandemic, Pembroke House became involved in emergency food delivery of a different scale, delivering 40,000 food parcels to families in need. We did this together with 40 partner organisations and a remarkable 33,000 volunteer hours of cycle courier and food hub volunteer time.

As the emergency food hub wound-down, we held a public conversation event called '[We Need to Talk](#)', and initiated hundreds of conversations with food parcel recipients and food parcel volunteers. It was clear that more free food was not the answer. Together we asked 'how could we build a neighbourhood where everyone has enough healthy nutritious food to eat?' We know we'll need a strong, networked approach that unites the neighbourhood in a common endeavour to build a local food system that benefits local people.

We believe that in Walworth we have an enormous shared interest in supporting a better local food system.

With a population of 45,000, and an approximate annual neighbourhood food spend of approximately £94,000,000, we're asking:

- How can we keep more of this wealth in Walworth? Can we create new community-led enterprises, and better-paid food jobs?
- How can we create opportunities for people to come together and mobilise around food?
- What new collaborations and partnerships are needed to build capacity?
- What local assets are needed to transform our food system?



What will be different if this job is done well?

- **Connect:** More residents and partner organisations will be connected with each other, through our neighbourhood food projects.
- **Act:** Residents and partner organisations will be taking action on local issues.
- **Sustain:** Neighbourhood alliances and collaborations will build sustainable models that will grow and create lasting change.
- **Learn:** Projects will be tracked and summarised. We will be able to articulate and share our project learning, and communicate our wider neighbourhood approach.



Job Description

This job description and person specification outlines the key accountabilities of, and output required from, the postholder as well as skills, qualifications and experience needed in order to carry out the role. It is not a definitive list.

Main Duties and Responsibilities

1	PARTNERSHIP BUILDING Building a wider neighbourhood alliance around food: <ul style="list-style-type: none">• Nurture and hold existing relationships with other organisations in the neighbourhood with a focus on food, with a view to building wider alliances for the Neighbourhood Food Model.• Seek-out external relationships that could lead to future opportunities, collaborations, and partnerships for the Neighbourhood Food Model.• Confidently present the Neighbourhood Food Model work at neighbourhood events and local forums (which may be during the evenings or at weekends).• Host potential neighbourhood partners, including interested residents and representatives from local organisations. I Introduce them to the Walworth Neighbourhood Food Model, and identify ways in which they can contribute.
2	PROJECT DELIVERY Plan, oversee, and deliver Neighbourhood Food model events, groups, workshops and meetings, which may include: <ul style="list-style-type: none">• Plan projects, create tasks lists and timelines and allocate resources.• Sound-out potential participants to ensure buy-in and availability• Book rooms, purchase equipment, arrange catering, organise childcare.• Draft invitations and circulate event/meeting details• Distribute information via contacts and other appropriate forums• Capture commitments (RSVPs and verbal agreements)• Room setup and event hosting• Organising appropriate documentation (photography, notes etc)• Managing photography consent• Assembling event documentation, and participant feedback/ follow-up



3	<p>MONITORING, MEASUREMENT, EVALUATION & LEARNING</p> <ul style="list-style-type: none"> ● Track and report outputs and outcomes across the Neighbourhood Food Model work ● Track delegated spending for the Neighbourhood's budget ● Share learning from the WNFM with the wider team, and identified partners ● Support Director of Partnerships with reporting to funders, and writing new funding applications
3	<p>OCCASIONAL DUTIES</p> <ul style="list-style-type: none"> ● Complete other tasks commensurate with the level of the role ● Take part in weekly and monthly meetings of all staff or smaller project-based teams, helping to foster effective team-working and a coherent approach across all our activities ● Take part in the life of Pembroke House by contributing as needed when a team effort is required to get something done ● A commitment to the Equal Opportunities Policy of Pembroke House
<p>The above job description is a guide to the work you may be required to undertake but does not form part of your contract of employment. Pembroke House reserves the right to change the duties detailed in this job description to reflect changing circumstances. Changes will be introduced following discussion with the post-holder.</p>	
Job Description prepared by:	Richard Galpin
Date:	15/03/2024



Person Specification

You will need to be dedicated and passionate about neighbourhood food, and able to inspire others. You will need to be adaptable and relish uncertainty, and you will be creative and enjoy problem solving.

You will also enjoy bringing some order to things by finding the right level of detail at which to project plan, and find personal satisfaction in being organised with good record keeping.

Education

There are no specific educational requirements for this role.

Experience

Essential: You must be able to demonstrate **one** (or more) of the following experiences:

- Proven experience of delivering any relevant project, programme, collaboration, or community action, (whether professionally or volunteer-based) for which you held a significant portion of the responsibility for making something happen, and seeing the project through to completion.
- Relevant professional experience in any part of the food system e.g: Food grower, chef, catering, market trader.
- Postgraduate research experience in neighbourhood food systems.

Highly Desirable:

- Experience of engaging with community networks within the Walworth area.
- Experience of living in Walworth or the surrounding area.
- Experience of planning and running events or programmes.

Desirable:

- Experience of bringing groups together to take action on local issues.
- Experience of relevant food activities or initiatives e.g. food growing, cooking, catering, food markets, etc.

Skills / knowledge / training

Essential (these are the things that we will be scoring for in applications and interviews)

- A basic understanding of what food systems are.
- Good written communication.



- Good verbal communication and strong interpersonal skills.
- Proactive organisational skills; ability to plan, prioritise, and reprioritise tasks to manage workload.
- Ability to understand, discuss, challenge, and present complex ideas.
- Some knowledge of ways in which communities may join together to take collective action to change things.
- Some knowledge of how structural inequalities affect neighbourhoods like Walworth.

Desirable (these are not essential skills, but could be useful in the role, and could make you a stronger candidate):

- Food related skills: e.g. cooking, food growing, or community gardening
- Community Organising training or experience
- Project Planning tools / training or skills
- Photography
- Comms skills - (e.g. email mailing lists, wordpress, Action Network)
- Graphic Design, Photo editing, Indesign, Canva, Wordpress
- Familiar with: Miro, Airtable, Coda
- Confidence working with Google Suite
- Experience of documenting projects, and reporting to a funder
- Experience of writing funding applications
- Second language, commonly spoken in Walworth (e.g. Spanish, Somali)

Personal Attributes

Essential (these are things that we will be scoring for in applications and interviews):

- Ability to take initiative and work independently.
- Ability to work effectively as part of a team, and take direction from others
- An ability to respond positively to, and act on feedback
- Ability to maintain focus and adapt in a rapidly changing environment
- Demonstrate tact and diplomacy in difficult situations and low-trust environments.
- Able to build alliances and trust with people from backgrounds that are different to your own.
- An ability to proactively resolve issues that arise.
- Curiosity and keenness to learn
- Comfortable with uncertainty and shifting priorities.
- A passion for the vision and mission of Pembroke House
- Commitment to the Equal Opportunities, Data Protection, and Child and Vulnerable Adult Safeguarding Policies of Pembroke House.



Special Conditions

Essential:

- Ability to work outside of normal office hours, evenings and weekends for 2-4 hrs a week.

Benefits

Salary: £29,903.50 per annum

Cost of living will be reviewed annually and is currently pegged to the Higher Education single pay spine – a collective agreement negotiated between five trade unions.

Working culture

Approximately half of the team are part-time employees and we come from diverse backgrounds and experience – ranging from local and central government, youth & community work, to academia, music, dance, art and politics.

Food plays a central and growing role at Pembroke House: when possible we run community lunch clubs, monthly team dinners, healthy breakfasts, and lunches.

No-one at Pembroke House is confined to a desk or computer all the time – everyone chips in with projects, events and activities.

Wellbeing activities are organised for staff throughout the year.

Holidays

28 days paid annual leave per annum (pro rata), plus the standard Bank and Public Holidays and three discretionary days between Christmas and New Year.

The leave year begins on 1 April. During the first year of employment, you will be entitled to annual leave on a pro rata basis.

Pension

A 5% employer's contribution to the pension scheme is offered, subject to qualifying criteria.