





**PLEASE NOTE: This post is funded by the National Lottery. We understand that this may be a concern for some applicants.**

**Project Officer**

**Job Description:**

**Responsible to:**  Together Middlesbrough & Cleveland Chief Officer and Board of Trustees

**Hours: Full time (37.5 hours per week) Secondment and Job Share options welcomed**

**Location:** South Tees -Middlesbrough & Redcar & Cleveland

**Key Partners:** Include local churches, community centres and schools, Middlesbrough Environment City, Food Partnership and Food Power Alliance members, Local Authorities, MVDA, & RCVDA

**Salary: £26,813 pa**

**Project length: Initially Fixed Term temporary contract to the end of March 2021**

**Job Purpose:**

To co-ordinate and develop TM&C’s Food Poverty Project Work, with a focus on food insecurity and sustainable solutions. A key task would be to co-ordinate the Feast of Fun Holiday Hunger Programme, working with churches, community groups, schools, and local agency delivery partners to provide holiday activities and healthy food for low-income families during the school holidays.

**Main Duties:**

The post holder will be responsible for the co-ordination and development of this programme of work, based on the ethos and values of TM&C. You will be expected to use mature judgement and initiative in establishing priorities, planning your work, and seeing it through to completion.

**Project development**

* Identify priority communities across South Tees where holiday provision is most needed, based on Free School Meal and Index of Multiple Deprivation figures
* Asset-map the existing resources, activities, and networks of Feast of Fun and other holiday provision across South Tees
* Identify potential new providers of holiday provision with the relevant experience and capacity in the priority communities as identified above
* Develop a model of holiday provision with agreed essential elements that can be delivered building on the assets in each local community, and within **current COVID-19 guidelines and legislation**
* Work with existing and new providers based on the cluster model of provision, to maximise resources and assets at a local level
* Review and update holiday provision guidelines to ensure they meet current policy and legislative requirements including safeguarding, health and safety, food hygiene, GDPR
* Identify training and development opportunities within existing and new providers and plan appropriate training and development in partnership with other agencies
* Identify examples of good practice and learning to share across holiday provision projects
* Develop a network of partner organisations that will work with local providers to support a range of enrichment activities for the physical, social, emotional, and spiritual development of children
* Develop a network of partners that can support trips and outings to give children and families the opportunity to enjoy learning outside of their community – **subject to current social distancing and COVID-19 restrictions**
* Work with partner organisations to establish a menu of healthy food provision for children and families, which meet school meal standards guidelines
* Work with local groups, MVDA, RCVDA, Teesside University, and other agencies to grow a network of volunteer support for Feast of Fun
* Raise awareness and understanding of the challenges faced by local families in the school holidays amongst local businesses and secure business support for the programme
* Maintain effective lines of communication between key partners and providers
* Manage activities in line with budgets and ensure they are as cost effective as possible
* Maintain accurate records and monitoring information, write and present reports regarding the Feast of Fun Project and other work undertaken, as required
* Your contract will include a requirement to comply with the reasonable instructions given by or on behalf of the Board of TM&C. It will include a requirement in relation to the management or avoidance of conflicts of interest.

**General:**

1. To work within the values and policies of Together Middlesbrough & Cleveland at all times
2. To take part in line management supervision and appraisal as required
3. To ensure any information processed for both service users and staff is kept accurate, confidential, secure, and in line with GDPR and Together Middlesbrough & Cleveland’s Confidentiality Policy
4. To have a duty and responsibility for personal health and safety and the health and safety of colleagues, service users, and visitors
5. To attend meeting, training, and events as required **– subject to current social distancing and COVID-19 restrictions**
6. To undertake other tasks commensurate with the position as required.

**Line management and employment matters**

The TM&C Chief Officer will be assigned as your line manager.

Your contract will include provision in respect of statutory entitlement to leave, sickness absence, grievance and disciplinary procedure, etc.

**Probation and notice period**

The appointment is subject to safer recruitment procedures. The usual three-month probationary period is not applicable due to the Fixed Term nature and length of the contract.During the contract, the notice that you are required to give TMC is one month.

**Place of work**

From 2020, all TM&C posts will be home-based. Hot desk arrangements in partner organisations will be available as required. Flexible working will be necessary, including some weekend and evening work. You will be required to travel independently within the Middlesbrough and Redcar & Cleveland area as part of ordinary working. You may be required to attend a reasonable number of conferences and meetings elsewhere in the country. Reasonable travel expenses necessarily incurred in performing your duties will be reimbursed. **All of the above arrangements are subject to, and in accordance with, current social distancing and COVID-19 restrictions in place at the time.**

**Hours and Remuneration**

The working time of the post is 37.5 hours per week, subject to short-term variation by mutual agreement. There is no overtime payment, but time off may be taken in lieu. Leave is based pro-rata on a full-time entitlement of 25 days plus public holidays (10 days over 5 months).

The gross remuneration is £26,813 pa (or £ pro rata if Job Share). After four months’ employment the company makes a pension contribution of up to 7.5% of gross salary to the employee’s chosen pension scheme.

**Person specification**

This document sets out the skills and experience required for this post and will be used for shortlisting and interviewing candidates.

|  |  |  |
| --- | --- | --- |
| **Requirements** | **Essential** | **Desirable** |
| **Education/Qualifications*** Degree level education in a relevant subject, or substantial evidence of relevant experience that has demonstrated ability.
* Be able to clearly demonstrate a good level of critical thinking and written communication skills.
 | ✓✓ |  |
| **Experience*** At least three years relevant work experience
* Experience of working with the public in a community development role.
* Experience of project development, planning and management.
* Experience of co-designing projects with beneficiaries.
* Experience of partnership working with organisations and professionals including statutory and voluntary, community or faith-based groups.
 | ✓✓✓✓ | ✓ |
| **Knowledge** * Knowledge and understanding of asset-based community development.
* Knowledge of the challenges faced by low -income families.
* Knowledge of the impact of ‘Holiday Hunger’ on children and young people.
* Local geographic knowledge of Middlesbrough and Redcar & Cleveland and the different local communities.
 | ✓✓✓ | ✓ |
| **Skills*** Excellent verbal communication skills, able to establish and maintain effective relationships with a diverse range of people.
* Excellent written communication skills, and computer skills, with a priority being a high degree of capability with Excel spreadsheets. Also, to include Word, Powerpoint and social media.
* Excellent organisational skills.
* Ability to empower and work with people in local communities, harnessing their skills and experiences.
* Ability to network and develop effective partnerships.
* Ability to think reflectively and respond appropriately to challenges.
* Ability to work as part of a team towards a common objective.
* Ability to manage and support volunteers.
 |  All essential |  |
| **Personal*** Smart appearance and a warm and friendly personality.
* A commitment to the values and aims of TM&C.
* Compassionate, person centred and non-judgmental approach.
* Self-motivated and able to work on their own initiative.
* Someone who expects and works to high standards.
* Willingness to work within TMC’s policies and procedures.
* Willingness to undertake professional development.
* Ability and willingness to work flexibly.
* Ability to travel independently using your own transport.
 | All essentialA |  |