



Lincoln Food Partnership Board



Lincoln Food Partnership Network Assistant Coordinator

- Reporting to:** Lincoln Food Partnership Network Coordinator
- Overall Purpose:** To work with the Network Coordinator to support and enable the growth and development of the Lincoln Food Partnership
- Hours:** 15 hours per week
- Salary:** £8.50/hr £6,630/yr (£16,575 annual FTE)
- Location:** Green Synergy, 49, Roman Pavement, Lincoln
- Duration:** Initially Fixed term until March 2019, with potential for extension.

Overview of Role:

Lincoln Food Partnership is looking for an organised, outgoing individual who has a genuine interest in food sustainability, to support the development and delivery of Lincoln's Food Partnership Network, Food Strategy Action Plan and ultimately to help Lincoln become a Bronze Level Sustainable Food City. The post will be hosted by Green Synergy and line-managed by the Lincoln Food Partnership Network Coordinator. Further information about Sustainable Food Cities can be found at <http://sustainablefoodcities.org/>. For further information on the Lincoln Food Partnership see <http://sustainablefoodcities.org/findacity/cityinformation/userid/466> and for further information on Green Synergy see www.greensynergy.org.uk

Specific Tasks and Responsibilities

- General administration of the food partnership project; including for example-taking meeting minutes, preparing agendas, booking appointments, hiring rooms, helping to organise partnership meetings.
- Be a point of liaison for the partnership, ensuring good communication between all stakeholders. This will include sending out regular emails, mail

shots and social media posts. Disseminate information from Sustainable Food Cities and other useful sources to the Lincoln Network

- Assist with the development of a Food Partnership Website and Facebook page and be responsible for keeping these up to date.
- Assist with the creation of the Food Action Plan and help to keep this up to date
- Assist with the planning and running of food partnership events.
- Create a database and website of all the projects/ organisations in Lincoln that are part of the partnership
- Attend events SFC partnership events on behalf of the Coordinator if they are unable to attend.

General duties

- Take responsibility for your own safety and ensure that colleagues, volunteers and visitors are not exposed to danger.
- Work effectively and considerately with colleagues and volunteers to promote the aims and objectives of the Lincoln Food Partnership and Green Synergy and present a positive image of the Food Partnership and Green Synergy to members and the public
- Abide by the terms of reference of the Food Partnership Board and Green Synergy's policies and procedures. Endeavour to follow good working practices at all times
- Follow and promote the values of the Food Partnership Board and Green Synergy.
- Undertake appropriate training as required
- Keep confidential any information gained during work
- Be a good team player

Further information

- Pension: Green Synergy offers a statutory pension scheme with the People's Pension
- Holiday: 20 days per annum, plus 8 statutory bank holidays- pro rata
- Support: Full induction and orientation, in-house training as required, regular supervision meetings and annual appraisals with your line manager
- Training: Continual professional development training as appropriate for your role

Person Specification: Lincoln Food Partnership Assitant Coordinator

Specification	Detail	Level required E = Essential D= Desirable	How assessed A = Application I= Interview T=Task
Knowledge of	Computer literate with a working knowledge of Microsoft Office package.	E	A, I, T
	Office systems and procedures.	E	A, I
	Using social media, especially Facebook and Twitter	E	A,I
Experience	Using IT systems and packages, in particular Microsoft Office.	E	A, I, T
	Working as part of a team and on own initiative.	E	A, I,
	Responding to queries and simple problem solving.	E	A, I, T
	Setting up and maintaining manual and electronic filing systems and databases.	D	A, I,
	Diary management and appointment booking using manual and computerised systems.	D	A, I,
	Practical experience of working in a busy office environment.	D	A, I,
	Experience of minute taking and accurate recording of meetings.	D	A, I,
	Composing, sending and receiveing emails	E	A, I, T A, I
	Working in the voluntary sector/ working on partnerhsip projects	D	A, I
	Administrative experiece	E	A, I
	Inerest in/ experience of food/ sustainability issues	D	A, I
	Networking, stakeholder engagment	D	A,I
	Organisiang and faciliing meetiings and events	D	A,I

Qualifications	Good standard of education with at least 5 GCSE's or equivalent	E	A, I, T
	Further/ higher level education in subject/s relevant to this post	D	A, I,
Skills/ Aptitude	Ability to demonstrate a methodical, organised and flexible approach to work.	E	A, I,
	Effective listening, verbal and written communication skills.	E	A, I, T
	Good interpersonal skills, the ability to communicate effectively with a diverse range of people, establishing and maintaining effective working relationships.	E	A, I
	Ability to plan, organise and prioritise workload to meet deadlines.	E	A, I, T
	Professional approach.	E	A, I
	Ability to design and process a wide range of documents in accordance with instruction and house style, paying attention to detail.	E	A, I, T
	Respect for the autonomy and rights of project participants.	E	A, I
	Ability to relate well colleagues, Board members and wider stakeholders	E	A, I
	Ability to maintain a high level of confidentiality and discretion at all times.	E	A, I
	A good understanding of food sustainability,		
Personal style and characteristics	An outgoing, professional and friendly manner.	E	A, I
	Commitment to providing a high quality of service.	E	A, I
	Work effectively as a team player.	D	A, I
	Self motivated.	E	A, I