



## Application Pack

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Charity No SCO36842  
Company Reg No 290958

2<sup>nd</sup> November 2020

**Dear Applicant,**

### **Vacancy: Milton Community Cook**

Thank you for your interest in the above post and North Glasgow Community Food Initiative (NGCFI).

Within this Application Pack you will find:-

- Advert
- Job Description and Person Specification
- Background to the organisation
- Application Form and Equal opportunities monitoring form

**Salary and Hours are set out in the advert and Job Description.**

The Job Description reflects the work of the post. There maybe some evening and occasional evening and weekend work for which a TOIL system is in place. We require individuals to be flexible in their working hours to suit the needs of the organisation and our service users.

### **Contract**

A contract of employment will be offered to the successful candidate.

## **Application Procedure**

Please complete the enclosed application form, taking care to demonstrate how your experiences and skills meet the essential and desirable criteria for the post as listed in the person specification and replicated in the application form.

All applicants must complete an application form as CVs will not be accepted.

**Deadline for application forms: 12 noon Tuesday 17<sup>th</sup> November 2020 at 12 noon**

If posting an application, it is recommended mail reach us by first post on the working day before the deadline. Forms may be **emailed as above**, indicating in the email **subject line: Application** and the post you are applying for. Please also complete the Equal Opportunities monitoring form which will not be used for selection purposes.

**Applicants will be short listed soon after the closing time with successful candidates invited for interview on:**

**Thursday 26<sup>th</sup> November 2020**

If you have not heard by then you may assume that on this occasion you have not been successful in being invited for interview. Those invited for interview will be sent a Self Declaration Form – as these posts are Protected Adult and work with Children positions.

## **Equal Opportunities**

As an organisation we are committed to equal opportunities and encourage applications from all sectors of the community. Please call the office if you would like a copy of our equal opportunities policy.

## **Disabilities**

Any applicant with a relevant disability, who cannot submit an application on standard print, should contact me as soon as possible to arrange an application in another format. We guarantee an interview to anyone who meets the minimum requirements.

Please contact our office should you require further information.

Best Wishes

Martha Wardrop  
Chairperson of the Board of Directors

*NGCFI External Advert*



**Milton Community Cook**

**Funded by Glasgow Community Fund North West**

You will be an experienced cook comfortable with cooking a range of cuisines, an interest in sustainable food, and an advocate for reducing food waste. You will be responsible for the organisation and delivery of food-based activities including Community Café, community meals, community fridge project and community focused cookery workshops for all age groups. You will take a lead role in developing and monitoring a range of food safety systems, as well as ordering and managing stock, equipment, and the use of the kitchen. You will also work alongside the existing staff at the Food Hub and Community Garden to develop food growing to support cookery activity.

21 hours per week at £13,367 (£22,279 pro-rata) + 25 days Annual Leave & 12 Public Holidays pro rata + 7% pension contribution to 31<sup>st</sup> March 2023.

Closing Date: **Tuesday 17<sup>th</sup> November 2020 at 12 noon**

Interviews: **Thursday 19<sup>th</sup> November 2020**

For full details and application pack:  
[www.ngcfi.org.uk](http://www.ngcfi.org.uk)

**Registered charity number SC036842**



## **Job description**

### **Job title: Community Cook, Milton**

**Employer:** North Glasgow Community Food Initiative

**Salary:** £13,367 at 21 hours per week (£22,279 pro-rata) to 31<sup>st</sup> March 2023

**Working hours & pattern:**

**Location:** Milton Food Hub

**Responsible to:** Milton Food Hub Manager

**Responsible for:** Volunteers

**Post funding:** Glasgow Communities Fund North West

**Requirements:** The post holder will be subject to a PVG check

### **Description of Role**

A new and exciting opportunity has arisen to join Milton Food Hub as a Community Cook. You will work as part of a small friendly team within the food hub and community garden and be responsible for the organisation and delivery of food-based activities. You will be happy using your cooking skills to plan and prepare meals for our new community café and comfortable working in a fast paced environment catering for up to 500 people at events within the food hub, community garden and Liddesdale square.

We use produce that is local, seasonal, fresh, ethical, healthy, culturally relevant and sustainable. We minimise food waste and we encourage people to consume a healthier diet. You will share your skills and enthusiasm through the planning and delivery of cookery courses, baking workshops, children's cooking clubs, all aimed at improving the cooking confidence and skills of local residents whilst helping to tackle social isolation within the community. You will also work with the food hub team and take a lead role in the establishment of a community fridge project and work with the garden team to develop a growing space within the grounds of the food hub.

You will take a lead role in developing and monitoring a range of systems from HACCP food safety systems, to ordering and managing stock, equipment, and the use of the kitchen. You will support the Volunteer Coordinator to recruit, train and support volunteers. You will also support the Community Engagement Officer to promote our programme on social media, and work with local partners. You will have experience of delivering food and cooking programmes in community settings with a range of individuals, groups and members of the public of all ages and backgrounds. Experience of managing kitchen systems is essential as well as working with or within the community and voluntary sector and working with volunteers. You will be required to

demonstrate excellent organisational and communication skills, the ability to work with a range of people, work well in a team and use your own initiative too. You will have a passion for food, cooking and sharing skills and encouraging learning. You will be an experienced cook comfortable with cooking a range of cuisines, an interest in sustainable food, and an advocate for reducing food waste.

### **Main Duties & Responsibility**

- To assist and take responsibility for the presentation of the food and beverages offered within the community café. Planning, preparing and serving regular community meals, in consultation with the staff supporting the Community Garden and the Barras, using seasonal fresh produce from Milton Community Garden as the main components, and buying the other necessary ingredients.
- Working alongside the food hub and community garden team to cater for large events and assist with the delivery of the children's food programme.
- Delivering REHIS Elementary Food Hygiene training for volunteers, staff and members of the local community, supporting the development of food focused activities and events.
- To develop online cooking courses and deliver cookery courses within the food hub.
- Working with local partners, take a lead role with the set up of the community fridge project within Milton Food Hub
- To ensure good timekeeping and performance and to comply at all times with health and safety procedures.

### **Health and Safety**

At all times, and in accordance with the organisations procedures and training:

- Comply with and follow all Health and Safety policy, measures and legislation
- Carry out temperature checks on all refrigerator equipment
- Ensure your own safety and those whom you are working with
- Ensure the safe operation of the kitchen and café and use equipment in a safe manner
- Assist with Risk Assessments where required
- Apply first aid when necessary appropriate to your skill level
- Report all safety matters to the Food Hub Manager

### **Communications**

- Supporting the NGCFI communications strategy by contributing recipes and cooking tips, as well as some descriptive content, photographs and videos from classes and events, to be used on NGCFI social media and other communications such as the Community Food Newsletter, e-newsletters, leaflets, and posters to promote our services.

## **Staff Support**

- Liaising with the Food Hub Manager, Volunteer Coordinator and Drivers to support and develop volunteer involvement in operating the community café, fridge project and cookery courses.
- Coordinate volunteer and sessional staff involvement in events, including training and pre- and post-event de-briefs.

## **Administrative**

- Maintaining records of attendance at classes, issuing participant reminders for next sessions.
- Maintaining financial records tracking income and expenditure for café, community fridge, fare share events and classes. (food only expenses)
- Providing recipes for each session and collated at the end of the course.
- Undertaking and recording risk assessments for each activity area, maintaining up to date records, and ensuring all health and safety policies and procedures are followed.
- Recording and compiling evaluation records including equal opportunities monitoring, and compiling regular reports summarising these for each event.

## **General**

- Undertake any other relevant duties or projects delegated by the line manager which are in line with the responsibilities of the post.

## **Personal Development**

The duties described here are indicative of the kind of work we want, and not contractual or to be regarded as exhaustive. As the Food Hub develops, they may change as a result of Covid-19 and also be subject to review as a result of changes in funding or funders' requirements. The postholder may be required to undertake other duties as required.

## Person Specification

(E)= Essential (D) - Desirable

### Knowledge

- An understanding of the relationship between food, health and inequality. (E)
- A demonstrable understanding of the importance of food as a link to culture, particularly for minority communities. (E)
- Understanding of the approaches set out in the Vision, Objectives and Aims of North Glasgow Community Food Initiative. (E)

### Abilities

- Well organised with an ability to plan and deliver cookery classes enthusiastically, focused in healthy eating and sharing cooking skills to young people and adults (E)
- An ability to enthuse and encourage an interest in food and cookery with people of all levels of skill and ability. (E)

### Experience

- Experience of and proficient in delivering healthier eating cookery classes (E)
- Experience of using monitoring and evaluation tools (E)
- Experience of using and working within appropriate protocols and procedures eg. health and safety, risk assessments. (E)
- Experience of supporting volunteers or managing staff (D)

### Qualifications

- Food Hygiene Certificate (E)
- Qualification or suitable relevant experience in food and nutrition (D)
- Food & Health Certificate (D)
- Emergency First Aider Certificate (D)

### Interpersonal Skills

- Excellent verbal communication skills and ability to communicate effectively with a diverse range of people. (E)
- Ability to work on own initiative, and equally well as a team member. (E)
- Experience of supporting people with higher support needs, eg: those with learning difficulties or mental health issues. (D)

### Personal Development

- Commitment to comply with the NGCFI Handbook and policies therein. (E)

- Keep up to date with good practice and legislation relevant to the role and service, including but not limited to Safeguarding Children, Adult Protection, Data Protection, Confidentiality, Equalities and Health & Safety. (E)
- Attend training and development opportunities in line with the overall needs of the organisation and individual, in particular to meet changing needs, new technology developments, and service requirements. (E)

### **Special Conditions**

- Clean UK drivers licence (E)
- Willingness to undergo PVG check (E)

# North Glasgow Community Food Initiative

## Background Information

### History

North Glasgow Community Food Initiative (NGCFI) started as non-profit making organisation in June 2001. It was initially established by students from Student Action for Refugees (STAR) at Glasgow University, under the name of the North Glasgow Food Co-op to respond to the needs of the then new asylum seeking community.

In the first year the project was run entirely by volunteers and in September 2002 the project received funding to take on staff to support and develop activities. The organisation then changed its name to the 'North Glasgow Community Food Initiative' and broadened its focus to include expanded sales of fruit and vegetables, a delivery service, an allotment project and cookery activities. It has been growing ever since!

IN September 2005 we became a Company Limited by Guarantee with Charitable Status.

In 2006, we were one of only two organisations to win the prestigious Dame Sheila McKechnie Award for Community Food Initiatives, administered by the Food Standards Agency in London.

In October 2009, NGCFI and Milton Food Project merged. We work in partnership to improve greater co-operation between food projects in Glasgow and Scotland.

In 2011 we began ground works at our community garden in Milton, soon winning an award for sustainable working. In June 2012 we launched our Royston project, later becoming a Food hub. In 2013 we received Climate Challenge Fund (CCF) monies to enhance and develop our work in Milton with our Milton CRUNCH (community-recycling-upcycling-nutritious food- composting-health) project. In 2014-16 Big Lottery Funding enabled us to upgrade our community amenity space – Milton Memorial Garden. It was officially opened by the then Cabinet Secretary Richard Lochhead MSP in September 2015. With funding from Esmee Fairbairn commenced our Springburn Food Hub in. We have won or been finalists in a few Glasgow media based Awards. In 2017 we were Community Champion winners in NW Glasgow for the Health and Wellbeing category organised by the Evening Times. 2018 will see some of the work which CCF fund in Milton, extended to our Springburn and Royston Food Hubs.

The area of North Glasgow within which we work has a population of 100,000. There are indicators of poverty which rank some of the communities in the North as being amongst the most socially and economically deprived in the UK, if not Western Europe. Administratively, Glasgow divided into three areas, with NGCFI operating within parts of the North East and North West, however our funding does not permit us to cover the whole area. We focus on the communities of Milton, Royston and Springburn.

We employ 14 members of staff – an organisational chart is provided below. Our latest annual report is on our web site.

## NGCFI's Vision and Strategic Goal

### Our Vision

To contribute to the development of a society, where health, well-being and harmony are supported within active communities.

### Strategic Goal

North Glasgow Community Food Initiative's Strategic Goal is to empower individuals and communities to lead practical and sustainable food related projects such as nutritional education, healthy cookery classes, growing food and giving access to affordable fruit and vegetables in the local community, that inspire and improve overall health and well-being, promoting community cohesion, whilst celebrating the diverse nature of the communities in North Glasgow.

### How we will do this?

#### Our Approach

NGCFI has adopted a community engagement model as our response to the reality that all the top down efforts to "change people's behaviour" around healthy food have, by in large failed to deliver. We see our role as putting our resources at the disposal of people in communities supporting them to take a lead in improving diet, health and well-being for themselves, their families, their community.

We support people in mainly low income communities. We actively engage them in healthy cookery classes, growing food and we also offer access to affordable fruit and vegetables at our community sales points. We recruit, train and support volunteers from a wide variety of backgrounds and none of our activities would be possible without them.

#### Food Hubs

NGCFI is committed to our Food Hub model of working. We have defined Food Hubs as a way of integrating our core activities into a single offer based in a community. By connection gardening, home growing, accessing and learning to cook fresh food, our fruit and veg barras, nutrition and weight management classes, we can make a greater and more sustainable impact in the areas where we work. Whichever activity a local resident engages with us, we will encourage them to experience all aspects of our work so they can better make the connection to food and health. We also follow **Community Development** principles and processes wherever possible. We also will work in an **asset based** approach to build on individual and community strengths.

In 2019, NGCFI taking on a long-term lease of St Andrews Church in Milton to establish as our main office and our food hub base. We were successful in renewing our Investing in Volunteers (IIV) accreditation.



### **Partnership working**

We want to promote and support the food-based activities of partner organisations so that people have information about everything that is on offer in their community to support them to enjoy a healthier diet and lifestyle. We seek to work with partners to maximise the impact of all food related activity for the betterment of the local community.

We engage a group of **volunteers** in each food hub area and support them to have a leading role in planning and delivering the project. Leading members of each Food Hub are also co-opted as Board Members, ensuring people from communities where we work have a major role in directing the organisation. We have successfully recruited leading volunteers from Milton and Royston food hubs on to the Board where they are making a huge contribution.

In light of the increasing proportion of people in employment, albeit many in fragile, part-time or zero-hours contracts, and pressure on individuals out of work to obtain work, it is becoming more difficult to recruit volunteers to take part in day-time activities. Some we do recruit have greater support needs. This challenges us to engage with the agenda around training for work, to engage with Job Centres and to consider the possibility for accreditation. This is also going to challenge us to deliver more outside of working hours and at weekends.

The Food Hub model has also proved attractive to a wider range of charitable funders, because we have been able to show how what we do makes a difference in deprived communities.

### **Current activities**

Our work is based on our Food Hub model. Rather than respond to all requests, from 2013-14 delivery has been through **Community Food Hubs** in Milton, Royston, and Springburn. Our Community Food Hub method of delivery brings together more closely our fruit and veg service, community meals, cookery classes for all ages, including homeless & addictions groups, healthy eating talks, grow your own food and a large volunteering project. We will also develop more partnership working with other organisations' food related work for mutual benefit and maximise impacts in communities. A strong feature of food hubs is getting to know the community, engaging with residents and supporting a local food hub group of local people.

**Managing NGCFI** Our Project Manager, on behalf of the Board has day to day responsibility for managing NGCFI staff and resources. The Admin Assistant plays a key role in supporting the

efficient running of the organisation. Our Finance Officer is highly experienced. We have well established systems and procedures.

### **Volunteering Project**

Volunteer Co-ordinator plays a key role in helping new volunteers feel welcome and placed satisfactorily in their volunteering roles. Volunteers are the backbone of our organisation and are involved in all aspects of our work. We are always keen to take on new volunteers and aim to provide our volunteers with an enjoyable and supportive experience with the opportunity for skills development, improving confidence and gaining new training as well as having fun! We focus volunteer recruitment in the areas in which we work. Presently we have 80 volunteers registered with us, many are asylum seekers, refugees or other foreign nationals. Volunteers have an opportunity to take part in all activities undertaken by the organisation: Cookery classes, growing produce, fruit and vegetable sales, admin, IT and community events. Some volunteer roles require PVG checks. We encourage volunteers to take on leadership or 'host' roles as appropriate. In addition to our e-newsletter we have also been making greater use of social media to keep in touch with volunteers.

Our three **Food Hubs** deliver on some / all of the following: **Fruit and Veg Service**. We run a weekly service on Mondays, Tuesdays, Wednesdays and Thursday. Sessions are run by volunteers with the support of a part-time paid van driver.

### **Cookery Project.**

We run cookery classes across our three food hubs, co-ordinated by the **Food Hub Manager** and led by community cooks and sessional cooks. They encourage healthy eating, learning cookery skills and sharing recipe ideas from different cultures. We have run over 20 cookery courses per year with a wide range of different groups. We also do cookery demonstrations and taster sessions. Sessional cooks will share their knowledge of healthy eating and show how to cook a meal from scratch on a tight budget. Food Hub Managers also co-ordinate local activity, including our healthy eating sessions in schools. We are keen to harness the talents of our staff to work with the community to create innovative ways to address issues of food related disease and ill health.

**Community Gardening: Milton Community Garden** Location: Milton Community Garden, Liddesdale Square, Milton, Glasgow G22 7BT. This has a 25 year lease with Glasgow City Council. We have created a beautiful local amenity and asset. Our community growing space is backed by our community gardener, landscaper, composter and many of volunteers. The garden is led by our Garden Co-ordinator supported with four part time staff. Our adjacent **Milton Memorial Garden** arose in response to local people wanting a local space to remember lost loved ones.

It is currently funded by the Big Lottery Fund to boost health and wellbeing for all ages with people growing, cooking and eating healthy food and cut waste with composting and creating growing spaces using recycled materials.

Background: Following the granting of a lease from the City Council to NGCFI in 2011, we commenced ground works. We seek to engage local residents in decision making and influencing session planning and to foster the development of leadership roles for local people in pursuit of the gardening projects aims. We have a 'Local Assembly' to support group local participation in garden decision making. We also have the Milton Food Hub Group, in turn it has two places on the NGCFI Board. Milton Garden has a Community Engagement Officer post who in addition to delivering work in the garden, acts as a link to promoting the garden in the wider community and

helps maintain partnership working. Our Milton Big Lottery Fund - Community Led programme is not only a funder but part of our ethos... that the community leads on the work we do.

### **Milton Youth Garden Project**

Funded by BBC Children in Need, our part time Youth Garden Worker aims to nurture young people through healthy eating, socializing with other young people and adults and thinking about the responsibility and ownership they can take in their own community.

Our After-School gardening sessions have a number of healthy food activities and children learn what it means to act and make change in the community. Through group work activities, children will have the opportunity to grow their own food and see the complete cycle of food from 'plough to plate' and back into the soil through composting.

More information is on our web site and on facebook : Milton Community Garden and Food Hub <https://www.facebook.com/pages/Milton-Community-Garden-and-Food-Hub/269691849710442>

In addition to our large Milton garden, we also have growing activities at **Springburn** allotment, runs on a Monday. We have plans to improve social and outdoor work areas. We work with volunteers to grow their own organic fruit and vegetables, learn about the environment or just get out in the fresh air and benefit from physical activity.

Our **Royston** gardening work is delivered in partnership with Copperworks Housing Association, Germiston Allotment, local schools and youth groups. Both areas utilise the talents of our sessional gardeners to run the activities. Local residents recommended we take on a plot at Germiston allotment too so we did.

### **Springburn Food Hub**

The food hub runs an allotment, and fruit and veg service. We deliver community meals and cookery classes. We have developed partnerships through local schools, churches and housing groups. There is a new Food Hub Group with a good mix of service users and volunteers.

### **Other**

**Sugar Smart** in partnership with Glasgow Food Policy Partnership in 2017-18 we delivered sugar awareness workshops in Milton and elsewhere. Funded by the Jamie Oliver Foundation.

**Outreach** We attend many events throughout the year such as gala days. We are also asked to speak to groups about healthy eating.

**Students** In addition to volunteers we provide opportunities for student placements.

**Partnerships.** Working alongside and in partnership with a wide range of organisations in our food hub areas and wider afield, for example, Glasgow Community Food Network, NG Integration Network, GCC's Sustainable Food Cities agenda.

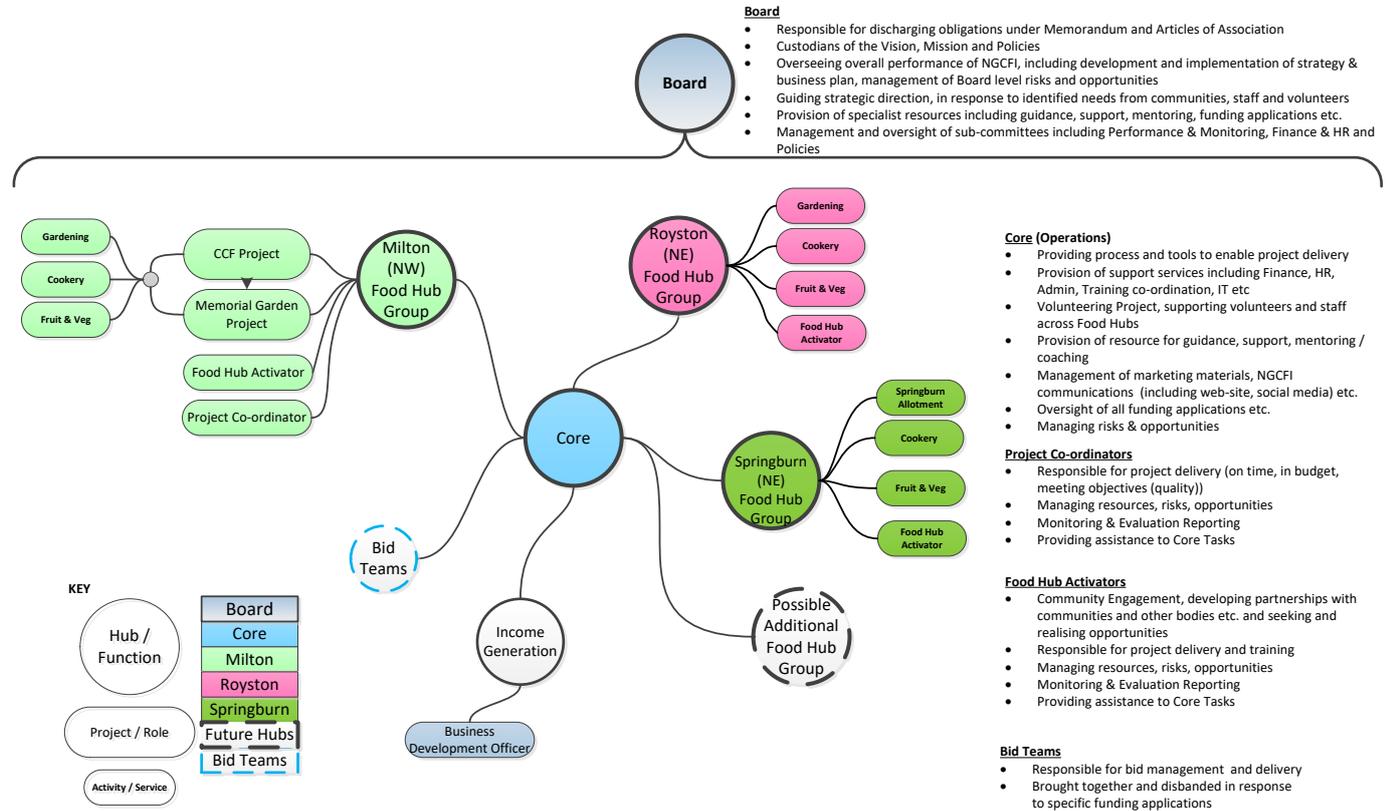
### **Our current management and organisational structure**

The North Glasgow Community Food Initiative is a not-for-profit organisation run by volunteers. Our **Board of Directors** come from a variety of backgrounds including the voluntary sector, fundraising, and members of the local community, including asylum seekers. The Board of Directors meet six weekly to oversee the strategic direction of the charity, plan future services and organisational and project development. In addition our Board sub-committees meet regularly. The main subcommittees are Finance and Fundraising, HR and Policy, and Volunteering. Each Food Hub Group is a key local forum for local people to influence and lead our work, and to which we are accountable to.

**Funders** Our current funders include the Glasgow Community Fund North West, National Lottery Fund – Community Led, Scottish Government – Investing in Communities; Henry Smith Charity, Bank of Scotland Foundation, Volant Charitable Trust, Garfield Weston Foundation, The Robertson Trust, and BBC Children in Need.

**Staff Structure** – see organisation chart below.

**Network Structure**



**NGCFI Staff Summary as at November 2020**

**Community & Volunteers      Board      Community & Volunteers**

Board Sub Committees and Three Food Hubs Groups

**Chairperson**

**Project Manager: Vacant 28hrs**

<p align="center"><b>Royston Food Hub</b>   <b>Manager</b>  <b>28 hrs</b></p>	<p align="center"><b>Springburn Food Hub</b>   <b>Manager</b>  <b>14.5 hrs</b></p>	<p align="center"><b>Milton Food Hub</b>   <b>Manager</b>  <b>28 hrs</b>   <b>Milton Garden Co-ordinator</b>  <b>28 hrs</b></p>	<p align="center"><b>Volunteer Co-ordinator</b>  <b>18 hrs</b></p>	<p align="center"><b>Finance Officer</b>  <b>16 hrs</b></p>
<p align="center"><b>Community Cook</b>  <b>17.5 hrs</b>   <b>Cleaner</b>  <b>7 hrs</b></p>	<p align="center"><b>Community Gardener (Springburn)</b>  <b>Vacant 10.5 hr</b></p>	<p align="center"><b>Community Cook</b>  <b>21 hrs</b>   <b>Community Gardener (Milton)</b>  <b>Vacant 8 hrs</b>   <b>Community Engagement Officer (Milton)</b>  <b>17h</b></p>	<p align="center"><b>Administrative Assistant</b>  <b>16h</b></p>	<p align="center"><b>Van Drivers</b>  <b>22h &amp; 7 hrs</b>   <b>Shared, two drivers</b></p>
<p align="center"><b>Sessional Cooks &amp; Nutritional Support</b>   <b>-</b>   <b>Sessional Gardener</b>  <b>11 hrs</b></p>	<p align="center"><b>Sessional Cooks</b></p>	<p align="center"><b>Youth Garden Worker</b>  <b>24 hrs</b>   <b>Garden Assistant</b>  <b>14 hrs</b>   <b>Landscaping &amp; Builder</b>  <b>21 hrs</b>   <b>Cleaner 12.5 hrs</b>   <b>Sessional Staff</b></p>		