

Application Pack



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Charity No SCO36842
Company Reg No 290958

February 2018

Dear Applicant,

Vacancy: [Sessional Cook \(Flexible working\)](#)

Thank you for your interest in this posts and North Glasgow Community Food Initiative (NGCFI).

You should have received the following papers with the email / web site download:

- **Application Pack:** Advert page 3, Job Description and Person Specification: page 4, Equal opportunities monitoring form Page 6 – complete and return.
Background to the organisation: page 7

Payment and Hours are set out in the advert and Job Description.

There maybe some evening and occasional weekend work. We require individuals to be flexible in their working hours to suit the needs of the organisation and our service users, however we will also take cognisance of our cooks availability.

Application Procedure

Please email your CV together with a written statement explaining how your meet each of the essential criteria listed within the Person Specification on page 5 and the Equal opportunities monitoring form.

Deadline for application forms: 12.00 noon Monday 12th March 2018

If posting an application, it is recommended mail reach us by first post on the working day before the deadline.

Forms and CV may be **emailed to springburnfoodhub@ngcfi.org.uk**, indicating in the email **subject line:** Application for Sessional Cook. 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.

Interview date: to be advised

If you have not heard within a few weeks of the closing date 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 don't hesitate to contact our office should you require further information.

Best Wishes

Martha Wardrop
Chairperson of the Board of Directors

ADVERT



North Glasgow Community Food Initiative is a key voluntary sector organisation delivering practical healthy lifestyle projects within our Food Hub communities.

We have an exciting opportunity for dynamic individuals to join our service delivery team as a

Sessional Cook (Flexible working)

£10.00 per hour prep time £14.00 per hour contact time

You will be required to deliver cookery courses aimed at improving the health and wellbeing of local residents to a high standard, focused on healthier eating and cookery skills.

Deadline: 12.00 noon Monday 12th March 2018

NGCFI – ‘Practical Solutions to Healthier Living’



Job Description

Sessional Cook (Flexible working)

£10.00 per hour prep time £14.00 per hour contact time
Contract to be provided, including annual leave / paid holiday.



Responsible to Food Hub /coordinators

As a sessional cook you will be required to work flexibly to suit the needs of the participants and NGCFI. You will be proficient at delivering cookery courses aimed at improving the health and wellbeing of local residents to a high standard, focused on healthier eating and cooking skills as well as bringing in cooking traditions from different cultures. Inputs of cooking on a budget and food waste are also required. Recipes are provided. Classes can be day time or evening, occasionally weekends. Paid time is given for preparation and tidying up. A typical class has 2 hours contact time £14 / hour and will allow up to 2 hours for prep at £10 per hour.

Please bear in mind that this is a zero hours' contract, and cooks will only be called upon when there is a demand. No regular job is guaranteed.

The main duties are:

1. Planning and preparation

- Buying the ingredients and where possible using fruit and veg from NGCFI
- Preparing or using existing recipe/information sheets

2. Delivering the weekly classes / workshops for agreed number of weeks

- Picking up equipment for the session from the store in our unit and returning same clean. Storing items carefully. Keeping store room tidy.
- Setting up the sessions with awareness of potential risks
- Encouraging participants to try healthy food and promote healthy eating within the home
- Preparing for and clearing up after the group meetings
- Facilitating the sessions, including registration, start and end of courser monitoring
- Draw upon a common ingredients basket which can be used at home.
- Ensuring that basic food hygiene procedures are followed

3. On-going admin and preparation

- Keep receipts for all expenditure and submit them to the named staff member who will reimburse them, usually paid by BACS.
- Keep a track of the budget for each session (for ingredients)
- Complete monthly time sheets for work undertaken and submit them to the named staff member or Project Manager by 14th of the month. Payment is on last Thursday of the month.
- Keep records of attendance and participant details forms and make reminders to participants for the next session
- Provide recipes each session and collated at the end of the course.
- Liaising with and support any volunteers involved in the sessions

4. Health and Safety, Liaison and Learning

- Comply with health and safety policies and procedures
- Support for and liaison with volunteer(s)
- Liaison with other NGCFI staff who may attend or support sessions

- Liaise with partner staff in respect good communication and delivery
- To be Health and safety aware and undertake risk assessments as required, adhering to same, to minimise risk in all areas of your work.
- Participate in learning opportunities including sessional worker meetings and post course de-briefs.
- Participate in support sessions (individual or group).
- Adhere to NGCFI policies and procedures

5. Monitoring and Evaluation

- You will be responsible for the return of start / end feedback sheets and other feedback information as required such as equalities monitoring forms. Write up an evaluation of the sessions. Final Payment may be withheld until paper work is submitted.

6. To undertake other duties appropriate to the post in support of the organisation's smooth functioning.

The above is subject to review from time to time.

PERSON SPECIFICATION CRITERIA

In applying for this post describe how you meet each of the essential criteria.

ESSENTIAL	DESIRABLE
Values, Qualifications, or Experience	
An interest in and desire to work towards the Vision, Mission and Aims of NGCFI, including a commitment to healthy diet and living.	Qualification or suitable relevant experience in food and nutrition
Experience of and proficient in delivering healthier eating cookery classes	Elementary Food & Health Certificate Emergency First Aider Certificate
Elementary Food Hygiene Certificate	
Community Food and Health	
Well organised with an ability plan and deliver cookery classes enthusiastically, focused on healthy eating and sharing cooking skills to young people or adults, including asylum seekers.	Experience of supporting people with higher support needs eg: those with learning difficulties or mental health issues
Ability to respect individuals and during delivery encourage their interest in food related aspects of their lives.	Awareness and understanding of community food and health issues
Communication	
Good verbal communications skills and ability to communicate effectively with a diverse range of people.	Supporting volunteers
Competent in MS of Word	
Other	
Experience of using and working within appropriate protocols and procedures e.g. health and safety, risk assessments	Experience of monitoring and evaluation.
Ability to work on own initiative and as part of a team.	
Clean driving license and access to a car	
Willingness to undergo PVG check	

NGCFI Equal Opportunities Monitoring Form

Please copy and complete this form, sending it with your CV and statement on essential criteria.

This information is for our monitoring purposes only and will not be attributed to you directly or used alongside your application / CV.

Section 1: Gender – are you

Female Male

Section 2: Age – are you

16-19 20-24 25-39 40-59 60 and over

Section 3: Ethnic Group (background or culture) – are you:

White Scottish		Other (South) Asian	
Other White British		Chinese	
White Irish		Caribbean	
Other White		African	
Indian		Black Scottish and other Black	
Pakistani		Mixed	
Bangladeshi		Other	

Section 4: Disability – do you consider yourself to have:

No disability or impairment	<input type="checkbox"/>	A sensory impairment	<input type="checkbox"/>	A learning disability	<input type="checkbox"/>
A physical impairment	<input type="checkbox"/>	A mental health condition	<input type="checkbox"/>	Any other disability or impairment	<input type="checkbox"/>

Section 5. Current economic status (please tick one or more)

Employed ___ Unwaged ___ Retired ___ Student ___
Asylum Seeker ___ Refugee ___ Other ___ In receipt of benefits ___
Incapacity/DLA ___

Section 6 Other:

Where do you currently live? (e.g. Glasgow)

How did you find out about the post? (e.g. web site – which one?)

Thank you.

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 vegetable, a delivery service, an allotment project and cookery activities. It has been growing ever since!

We have also been developing the structure of the organisation and 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 working in partnership to improve greater co-operation between food projects in Glasgow and Scotland. In March 2010 we were benefited from a Third Sector Enterprise Fund grant from the Scottish Government. 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 Healthier Eating Royston Experience funded by the Big Lottery Fund. In 2013 we were successful with our Climate Challenge Fund application, to enhance and develop our work in Milton with our Milton CRUNCH (community-recycling-upcycling-nutritious food- composting-health) project. In 2014 new Big Lottery Funding will enable us to develop a quality Memorial Garden in Milton. With Funding from Esmee Fairbairn we will soon commence our Springburn Food Hub.

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 is now 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. Our gardens are all in the north west.

We employ twelve members of staff – an organisational chart is provided below. All but two are part-time. Our latest annual report is on our web site.

NGCFI's Vision, Mission, Aims & Objectives & Values

Our Vision is

A society where health, well-being and harmony is supported within active communities.

Mission

To empower individuals and communities to lead practical and sustainable food related activities that improve health and well-being and which help build stronger, more cohesive communities.

Our Values

Equality: We will undertake creative positive action to improve the position of people within the communities of North Glasgow and surrounding areas who are marginalised and who experience oppression.

Collaboration: We believe the voluntary and community sector is strongest when it works together and that its future will be shaped through collaborative working and this will be the key to the way we work.

Passion: We believe voluntary action is built on the passion of individuals and communities to make a positive difference.

Participation: We value and recognise the contribution our volunteers and members make to supporting our service delivery and in influencing the way we do things.

Quality: We are committed to providing high quality services and through listening to service users and stakeholders to make improvements to our services.

Working together: We are committed to working in a happy and healthy organisation, in which we all respect each other, offer feedback and work to improve our key human resources - both staff and volunteers.

Our **Aims** are:

- To have a positive impact on the health of those living in North Glasgow
- To strengthen the diverse communities of North Glasgow.

Our **Objectives** are:

- To provide therapeutic opportunities
- To raise awareness of healthy cooking and lifestyles
- To provide accessible services for people who are vulnerable or socially excluded.
- To encourage people to engage in physical activity
- To encourage people to grow their own fruits and vegetables and consume fresh produce.
- To increase environmental awareness.
- To provide social networks to improve community harmony and cohesion.
- To provide access to information, resources and health related activity that will increase awareness of healthy living.
- To provide opportunities and support for volunteering.
- To work in a sustainable manner

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.



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.

NGCFI continues to enjoy support from the Glasgow City Council's Integrated Grants Fund for the provision of some key services. 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

NGCFI is reconfiguring how we deliver our work. Rather than respond to all requests, from April 2013 delivery has been through **Community Food Hubs** in Milton, Possilpark and Royston, with Springburn and Maryhill to follow. Our Community Food Hub method of delivery brings together more closely our fruit and veg sales service, 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 Administrative Assistant plays a key role in supporting the efficient running of the organisation. Our present Finance Officer is highly qualified and experienced. We have well established systems and procedures. We use Sage Line 50.

- **Fruit and Veg Service.** We run a weekly service on Mondays, Tuesdays and Wednesdays. We sell low-price fresh fruit and vegetables in community venues including in Royston, St Rollox Church Sighthill, and health centres in Possilpark and Maryhill. Two barras run in Milton. Sessions are run by volunteers with the support of a part-time paid van driver. We aim to have the local community take responsibility for running their own fruit barra, so that we provide a supply and pricing service only. We have a small unit adjacent to our office to house this service. We own a van for deliveries.
- **Cookery Project.** We run cookery classes with a wide range of different groups to encourage healthy eating, learning cookery skills and sharing recipe ideas from different cultures. We have run over 25 sets of cookery courses per year with a wide range of different groups. We also do cookery demonstrations and taster sessions. These activities are usually delivered by our team of sessional staff or volunteers. Sessional cooks will share their knowledge of healthy eating and show how to cook a meal from scratch on a tight budget. Some courses are subsidised whilst others are paid for by the partner agency. Sessional cooks also work with youth groups. In partnership, we are involved in the delivery of the youth cookery guidelines and tool kit. We are involved in piloting cookery classes to antenatal Mums. Food Hub Activators will co-ordinate local activity, including our healthy eating sessions in schools and for volunteers or sessional staff.
- **Volunteering Project**
Volunteer Co-ordinator plays a key roll 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 60 volunteers registered with us, with a 70:30 split between indigenous locals and asylum seekers, refugees or other foreign nationals. Volunteers have the 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 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 and producing case studies using our digital recorder.

An area of importance will be to recruit local Milton residents to help with activities related to completing our Milton Memorial Garden.

With funding from Lush we will work with some local residents to highlight food as a Human Right and possible campaign on supporting those in food poverty / destitution. The post holder is expected to support members of the staff to provide all the support volunteers need when placed. Training on same is undertaken periodically. The post holder needs to be able to work autonomously with lone working from time to time.

- **Community Gardening Project.**

We work across our three gardens: Springburn allotment site presently on Monday; Hamiltonhill, in the Possilpark area on a Friday and our Milton Community Garden as many days as possible. 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. Gardens usually open between 10am to 3pm. We also do a range of onsite activities with schools and groups. These activities are run by our Community Garden Co-ordinator. The new CCF Community Gardener will manage the Milton Garden. We work in partnership with a number of organisations. With new funding from the Big Lottery Fund we will be able to support local residents to become volunteers in the creation of a community Memorial Garden.

- **Milton CRUNCH (community-recycling-upcycling-nutritious food- composting-health) Project.**

Milton CRUNCH is a community led project based on our Community Garden in Liddesdale Square, Milton. It is funded by CCF 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.

Location: Milton Community Garden, Liddesdale Square, Milton, Glasgow G22 7BT

Background: Following the granting of a lease from the City Council to NGCFI in May 2011, we commenced ground works and employed a two day per week gardener. With this funding ending we have widened the role of the community garden co-ordinator to manage and develop the Milton garden. It is located on Liddesdale Road at Liddesdale Square within Milton. We are engaging local residents to be involved 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 will establishing and maintain a support group for the garden with representation on the NGCFI Community Garden Sub Group and Board. We are partnering with Love Milton, who have are strong supporters of the project. The CCF CRUNCH Project Co-ordinator will over see the Milton Garden with the Community Gardener leading on aspects outlined in the Job description.

With new funding from the Big Lottery Fund we will be able to support local residents to become volunteers in the creation of a community Memorial Garden.

We also have gardeners who run our gardening sessions at Springburn Allotment on Mondays and Hamiltonhill on Fridays.

- **Youth Garden Project**

Funded by CCF, our part time Youth Gardening Worker enables children, young people and their parents to focussing on healthy living linked to the development of gardening skills and environmental awareness within a multicultural context. We are seeking funding to continue this post.

- **Healthier Eating Royston Experience (HERE)**
NGCFI has had three years of Big Lottery Fund money to develop the 'Healthier Eating Royston Experience (HERE)' project will bring about improvements to local eating habits. It has a Food Hub group to oversee the project. It is estimated that a minimum of 800 people will benefit. The beneficiaries range will include; families, young people, older people, and those with addiction needs. It is led by our Community Nutritionist. The HERE project will deliver a range of activities including classes on preparing healthy meals on a budget, nutritional advice health related issues, improving community menus in lunch clubs in partnership with e.g. Royston Youth Action. We will improve access to fruit and veg too. Current funder: Big Lottery Fund's Support and Connect fund.
- **Other**
 - Baby Weaning / Starting Solids Classes.** Working with NHS community dieticians and health visitors we encourage healthy weaning. We are involved with weaning sessions in Springburn.
 - Media Projects.** Volunteers have created several short films about the project and their own topics.
 - Outreach** We attend many events throughout the year such as North Glasgow 5k fun run and Springburn Fun in the Park. We are also asked to go a speak to groups about healthy eating.
 - Students / Interns** In addition to volunteers we provide opportunities for student placements.
 - Partnerships.** Working alongside and in partnership with a wide range of organisations is key to the work of the organisation. We have developed strong working relationships and networks across the different areas of our activity. For example youth networks, NHS Food and Health Groups, NG Healthy Living Community and NG Integration Network.
 - Finance** –NGCFI's finances are managed by the Finance Officer, Project Manager, and volunteer Treasurer, and overseen by the Board and its Finance Sub and Social Enterprise Sub Committee.

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** currently comprises 6 people 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 primary subcommittee for staff is the Monitoring, Performance and Volunteering sub (pulls together all food hub activities). Others are: Finance and HR, and Fundraising.

Staff Structure – see organisation chart below.

Funders Our current funders include the Glasgow City Council IGF, KSB's Climate Challenge Fund, The Big Lottery Fund, Lloyds TSB Foundation, Bank of Scotland, Bank of Scotland Foundation, Trusthouse Charitable Foundation and The Robertson Trust, Hugh Fraser Foundation.

NGCFI Organisation Chart as at March 2015

Community & Volunteers

Board

Community & Volunteers

Board Sub Committees

Chairperson

Martha Wardrop

Project Manager FT

Greig Sandilands 35hrs

Royston Food Hub Coordinator 35 hrs	2 x Food Hub Coordinators Milton and Springburn Food Hubs 21 hrs Area Based, Fruit & Veg Barras; F&V Unit; Cookery;	Milton CRUNCH Project Co-ordinator 17.5hrs CCF, Garden, Financials, Sessional Workers...	Gardener Hamiltonhill & Springburn PT	Volunteer Co-ordinator 17.5 hrs Volunteering; Volunteers;
Sessional Workers	Van Driver 32hrs Cleaner 2h	Community Gardener (Milton) 17.5 hrs Gardening CCF, staff & volunteers...	Administrative Assistant Reception & Clerical	Finance Officer (GS line Mgr) 16 hrs
	Com Food Assistant CJS Sessional Workers Students on Placement	Youth Garden Worker 14 hrs Master Composter 10.5 hrs Building, Landscaping & Gardening trainee 14 hrs Sessional Staff		

Community & Volunteers