



Application Pack

St Andrew's Church
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Glasgow, G22 7BT

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www.ngcfi.org.uk

Charity No SC036842
Company Reg No 290958

27th September 2021

Dear Applicant,

Vacancy: Milton Food Hub Manager

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 Monday 11th October 2021

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:

Monday 18th October 2021

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

Advert



Funded by Glasgow Communities Fund

Milton Food Hub Manager (Job Share)

In this role you will be responsible for maintaining and developing all areas of the work of the Milton Food Hub, supporting the local community and individuals through the provision of food education alongside improved access to fruit and vegetables, and opportunities to take part in cookery classes.

Using community development approaches you will develop and maintain a local food hub group, and a programme of activities aimed at reducing the impacts of food poverty, improving health and wellbeing and supporting community led responses.

You will take an active role in building partnerships and joint working with a range of organisations and groups to plan and deliver food based focussed work, and you will have day to day responsibility for the running and development of services.

21 hours per week, £15,296 (£25,493 pro-rata) + 25 days Annual Leave & 12 Public Holidays pro rata + 7% pension contribution to 31st March 2023.

Closing Date: **Monday 11th October 2021 at 12 noon**

Interviews: **Monday 18th October 2021**

For full details and application pack:
www.ngcfi.org.uk



Job Description

Job Title: **Milton Food Hub Manager**

Employer: North Glasgow Community Food Initiative

Working hours & pattern:

Hours to be worked flexibly and in discussion with the line manager, with occasional evening or weekend work to support events.

Salary: 21 hours per week, £15,296 (£25,493 pro-rata) + 25 days Annual Leave & 12 Public Holidays pro rata + 7% pension contribution to 31st March 2023.

Location: You will work primarily within the local community. Your office base is within St. Andrews Church, Liddesdale Square, Milton.

Responsible to: Project Manager or Chairperson of the Board of Directors

Responsible for: Community Cook, Café & Events Coordinator, Sessional Cooks, Admin Assistant, Cleaner, Volunteers

Post funding: Glasgow Communities Fund

Description of Role

To co-ordinate and inspire community-based activities promoting the importance of fresh food and healthier eating. Maintain the local Food Hub group, in partnership with local organisations. To have overall responsibility for the management and running of the new Milton Food Hub Base (St. Andrews Church).

Using community development approaches you will develop and maintain a local food hub group, and a programme of activities aimed at reducing the impacts of food poverty, improving health and wellbeing and encouraging community led responses.

You will also promote links between what we do and what other local organisations are doing, building supportive partnerships and joint working on food related work. You will manage the day-to-day running and development of our healthier eating services, particularly the uptake of fruit and vegetable sales, healthy eating sessions and cookery classes and be confident to deliver some of the activities including workshops in basic nutrition. You will work closely with the Community Garden Co-ordinator to link our growing, sharing, cooking and eating activities.

Main Duties

Service Delivery

- Enable, maintain and support a community led Food Hub Group.
- Support the development, delivery and promotion of the Fruit Barra Service, including the development of a partnership to extend this service
- Work with the Community cook, sessional cooks and volunteers to plan, promote and deliver a programme of community meals, pop-ups and food based activities at the St. Andrews Church.
- Working with colleagues to plan and deliver a programme of events and workshops including:
 - Elementary Food Hygiene Training courses
 - School workshops on growing food
 - Participatory allotment based gardening sessions
 - Pop-up cafes
 - Healthy cookery classes in schools
 - Gardening skills workshops in local growing sites.
- Developing and sustaining effective working relationships with parent councils, schools, youth groups, community groups, local businesses and statutory and non-statutory organisations, identifying new opportunities for joint working.
- Providing local leadership and coordination within the Food Hub area on activities and projects which address food poverty, hardship and destitution including the community fridge project and Food Insecurity group.
- Attend local community events such as gala days and represent NGCFI as required at network meetings such as Connecting Milton on behalf of NGCFI (with or on behalf of line manager
- Coordinating the use of workshop space, introducing and maintaining systems to ensure it is used appropriately and safely with reference to all necessary regulations, including compliance with Health and Safety and food safety practices, the provision of risk assessments as required, and ensuring effective food handling and food hygiene standards are in place.

Management and running of Milton Food Hub Base

- To have responsibility for the smooth running and management of Milton Food Hub Base.
- Planning and overseeing physical improvement works. Supporting funding applications to fund same, including: Kitchen Installation, Office refurbishment, rewiring of the office, set up of pop-up café in the hall. Purchasing and set up of related equipment.
- Manage additional renovation work, over time, such as improvements to the appearance of the building, including painting, signage and new toilets
- Oversee use and cleanliness of new kitchen including, Food Safety and Food Hygiene compliance, rotas, cleaning and temperature schedules
- Oversee running of Pop-up Café, including 'front of house', initially one day per week, rising to three day per week.
- Manage implementation of the fire safety action plan including evacuation.
- Oversee hiring of hall or stage areas and compliance with our conditions.

Communications

- Supporting the NGCFI communications strategy through the use of social media and other communications such as the Community Food Newsletter, e-newsletters, leaflets, and posters to promote our services.
- Food dignity activities providing local people opportunities to engage in decisions such as fruit and veg available through the Barras or dishes cooked in Healthy eating classes.
- Map healthy eating activity in the community and produce a booklet / e-booklet for circulation and maintain web/social media presence for the Food Hub.

Staff Support

- Working alongside Volunteer Coordinator to develop meaningful volunteering opportunities, including skills and capacity building training supporting community members to participate in Food Hub engagement activities.
- Supervising staff including the Community Cook, cleaner and sessional workers

Administrative

- Establish and maintain effective planning, monitoring and evaluation processes to track the impact of attending NGCFI events and ensure funder requirements are met.
- Attend and participate in meetings, including staff meetings, as required.

- Provide regular written and verbal reports to Line Manager, Board of Directors or subcommittees, Community and Funders on the activities being undertaken.
- Maintain effective financial systems to comply with NGCFI financial policies and procedures and ensure activities stay within budgets, including recording income from sales and classes.

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

- Attend local community events and network meetings events to represent NGCFI when required
- To comply with the NGCFI Handbook and policies therein.
- 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.
- 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.

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 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

In your application you will be asked to demonstrate the following requirements, with specific examples for each.

(E)= Essential (D) - Desirable.

Qualifications

Educated to degree level in Nutrition or Dietetics, or a degree or HND in Community Development or similar. (E)

Advanced Food Hygiene Certificates and the ability to teach Elementary Food Hygiene Certificates; Health and Safety Training; First Aid Training. (D)

Knowledge

An understanding of the relationship between food, health and inequality. (E)

Understanding of the approaches set out in the Vision, Objectives and Aims of North Glasgow Community Food Initiative and how they relate to the Scottish policy landscape. (E)

Understanding of Community Development principles and asset building approaches. (E)

Abilities

Ability to deliver healthy eating workshops and in the absence of sessional cooks to deliver cookery classes. (E)

Group work facilitation skills (E)

Excellent communication skills including presentation skills, the use of social media, production of written materials and ability to convey complex information in an accessible way. (E)

Able to deliver multiple activities meeting varying funder requirements and deadlines, fulfilling multiple workplans. (E)

Ability to use standard office software including MS Word and Excel to produce reports, promotional materials and budget sheets. (E)

Experience

A minimum of six months experience working in a community setting. (E)

Experience of managing or supervising paid staff and / or volunteers. (E)

Experience of delivering needs assessment activities (D)

Experience of making successful funding applications (D)

Interpersonal Skills

Ensuring that knowledge is always appropriately shared and that communication is open and transparent. (E)

Good understanding of boundaries and confidentiality issues. (E)

Relationship Management

Building and Maintaining effective relationships with all relevant stakeholder in order to achieve NGCFI objectives. (E)

Managing relationships by being professional and co-operative, with a problem solving approach. (E)

Taking a proactive and solutions focused approach. (E)

Personal Qualities / Attitudes

Ability to work on own initiative, and equally well as a team member. (E)

Special Conditions

Clean UK drivers licence and the ability to drive a van (E)

Willingness to become a member of the Protection of Vulnerable Groups Scheme. (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 Hun 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 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 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.

Royston Food Hub

Originally funded for three years by the Big Lottery Fund and then, the Scottish Government's People and Communities Fund, our new project, Strengthening Royston Through Food, with Scottish Government Investing in Communities Funding will support the delivery of our work. It has a Food Hub group to lead and oversee our work. It is led by our Food Hub Manager. The beneficiaries include - families, school pupils / young people, older people and those with addiction needs. The Food Hub will deliver a range of activities including classes on preparing healthy meals on a budget and nutritional advice, sales of fruit and veg and a growing project. An allotment plot is being developed in the adjacent area of Germiston and supports local food growing. The Food Hub is based within Royston Primary School where there is a large, well-resourced room for cookery classes plus an office. We work closely with the school's Head Teacher. Other key partners include Copperworks Housing Association. The food hub benefits from support of our Volunteer Co-ordinator. There is a Royston Strategy Group of which NGCFI is a member. From our very recent survey, the three key areas of food concern, which this project will directly address are:

- Lack of money to buy food
- Lack of locally available fresh food and veg
- Lack of healthy options for children

Our project will be able to meet requests for, and deliver, more cookery classes, including a focus on weight reduction for specific groups. There is development work identified from our survey findings. Critically, local people are centre stage and we will facilitate discussions for those experiencing food poverty to shape what we do and also, work collaboratively to improve the wider community's health and wellbeing. Royston is effectively a food desert. NGCFI will help mitigate this and address rising food related ill health.

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 48 active 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. We sell low-price fresh fruit and vegetables in community venues including in Royston, and 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 hire a van for deliveries.

Cookery Project.

We run cookery classes across our three food hubs, co-ordinated by the **Food Hub Manager** and led by 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 Co-ordinator 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 National Lottery Community-led 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 National 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 and local schools. 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 barras where possible. We deliver several 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

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.

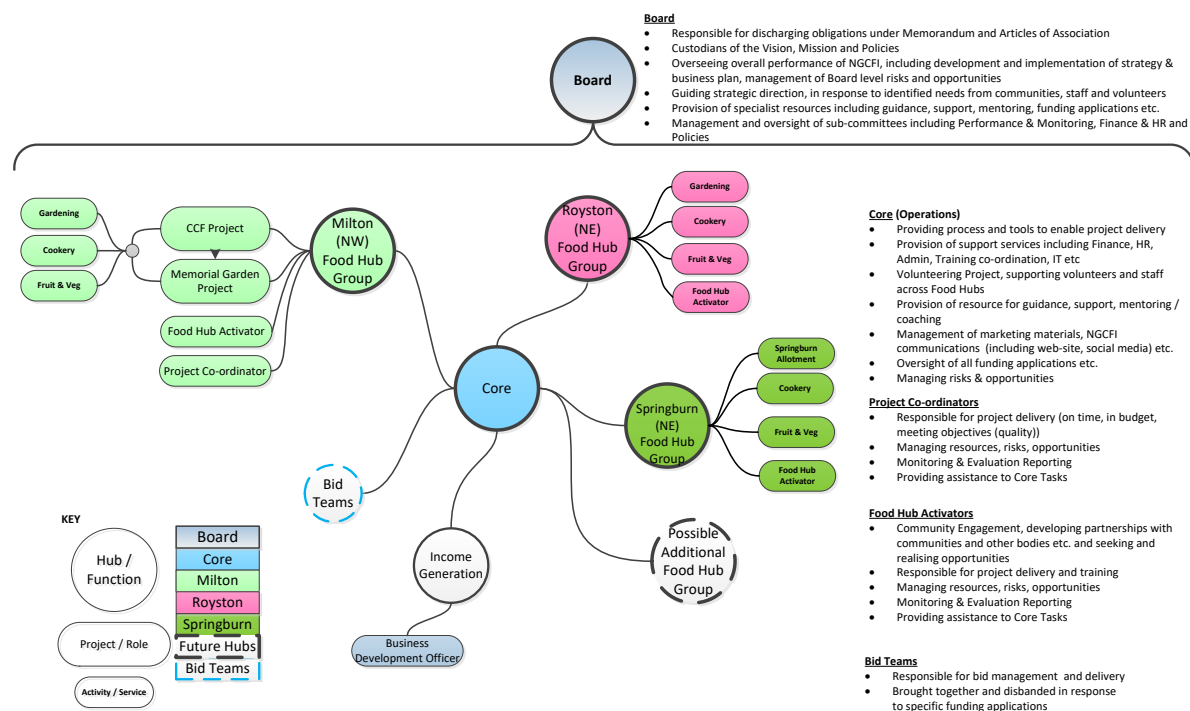
Our current management and organisational structure

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, and Fruit and Veg. 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 Communities Fund, National Lottery Fund, Scottish Government – Investing in Communities; Henry Smith Charity, The Robertson Trust, and BBC Children in Need.

Staff Structure – see organisation chart below

Network Structure



NGCFI Staff Summary as at August 2021

Community & Volunteers Board Community & Volunteers

Board Sub Committees and Three Food Hubs Groups

Chairperson

Project Manager

Vacant 28hrs

<p align="center">Royston Food Hub Manager 28 hrs</p>	<p align="center">Springburn Food Hub Co-ordinator 14.5 hrs</p>	<p align="center">Milton Food Hub Manager 28 hrs Milton Garden Co-ordinator 28 hrs</p>	<p align="center">Volunteer Co-ordinator 18 hrs</p>	<p align="center">Finance Officer 16 hrs</p>
<p align="center">Community Cook 21.5 hrs Cleaner 7 hrs</p>	<p align="center">Community Gardener (Springburn) 10.5 hr</p>	<p align="center">Community Gardener (Milton) 10.5 hrs Community Engagement Officer (Milton) 17h</p>	<p align="center">Administrative Assistant 16h</p>	<p align="center">Van Drivers 22h & 7 hrs Shared, two drivers</p>
<p align="center">Sessional Cooks & Nutritional Support - Sessional Gardener 11 hrs</p>	<p align="center">Sessional Cooks</p>	<p align="center">Youth Garden Worker 21 hrs Garden Assistant 14 hrs Landscaping & Builder 21 hrs Cleaner 9 hrs Sessional Staff</p>		