

Totnes Food Shed

Job Description

<u>Job Title</u>	Totnes Food Shed Project Coordinator
<u>Hours</u>	8 hrs per week to include 2 hours on the designated customer collection day at the Food Collection point on a Friday.
<u>Salary</u>	£10 per hour. This is initially a six month funded post. Thereafter the post continuation will be contingent on the success of the Food Shed.
<u>Responsible to</u>	The Food Shed Committee
<u>Accountable to</u>	The Food Shed Cooperative Directors
<u>Location</u>	The role will be Home Based Food Collection Point at Daisy Play Centre, Daisy Pre-school, Pathfields, Totnes TQ9 5TZ

Background to the post

The Totnes Food Shed is a new cooperative and as such this is a new post that will evolve with the project.

The organisation is ready to launch an exciting new online platform for ordering local produce.

The principle is that local consumers are able to access a convenient, reliable, online system where they can browse the availability of local food produce, place an order, pay electronically and collect the produce from a central site in Bridgetown once per week.

The cooperative seeks to bring local producers and local customers together and to offer a viable alternative to supermarket shopping with fairer prices for food producers and customers..

Brief Description of the Job

To coordinate business and IT processes with the support of the steering group to ensure an effective launch of the Food Shed. In the following weeks and months to ensure an effective online ordering system, produce delivery and positive local produce "collection Day" from the Daisy Play Centre. The Food Shed has limited funding to support the initial launch and first few months of the Coordinator post. The coordinator will be responsible for building the customer base to a financially sustainable level with the support of the steering committee.

IT management

- To be responsible for monitoring the online ordering system, ensuring any glitches are rectified by working with specialist IT professionals as needed.
- Make any necessary website updates

Volunteer Management

- Induct and train new volunteers to "Collection Day" processes.

Customer facing role

- Ongoing marketing and publicity to build the customer base,
- Respond to any online questions

Producer facing role

- Maintain communication with producers
- Induct new producers to the website and the food delivery systems
- Respond to any delivery or website difficulties experienced by any producer

Financial

- To manage the online payment system
- To ensure that online payments are reflected in produce deliveries made
- To maintain the income and expenditure spreadsheets
- To be alert to grant funding opportunities and seek to apply with the support of the Food Shed Committee.

Relationships

- Establish effective communication and relationship with producers, volunteers and the Cooperative board members.

General Duties

- To maintain appropriate confidentiality
- To report to the Food Shed Cooperative member meetings
- To adhere to all Food Shed Policies

The above is an outline of the range of duties expected of the Food Shed Co-ordinator for the time being to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties may be varied from time to time which do not change the general character of the job or the level of responsibility.

Training / experience / Skills

- IT experience managing and editing a website, ideally that includes online payments
- Customer service experience
- Experience with running or working in a small business, or equivalent

Person Specification

E Computer Literate

E Enthusiasm and commitment to supporting and improving the local food economy

E Volunteer management capabilities

E A strong desire to lead and implement effective change

E Ability to communicate well at all levels

E Ability to work and take responsibility without direct supervision

E Ability to work inclusively with people from all backgrounds

D Experience working in a similar food related role

D Ability to manage social media profiles, including Facebook, Twitter and Instagram

E = essential

D = desirable

Closing Date: Wednesday 8th February

Interviews: Week beginning 20th February

Planned Start date: April 2017

To apply please email a CV with covering letter to info@totnesfoodshed.co.uk