



**Role:** Forest Food Network Coordinator

**Hours:** Up to Full Time (37.5 hours), worked flexibly to include occasional evening and weekends where necessary. A job share would be considered for this role.

**Salary:** £26,012 (Full Time Equivalent) per annum

**Contract Term:** 2-year fixed term contract with possible extension for a 3<sup>rd</sup> year.

**Annual Leave:** 25 days pro-rata plus public holidays, rising by 1 day per year up to a maximum of 30 days pro rata plus public holidays

**Based at:** Forest Voluntary Action Forum (FVAF) in Cinderford, but travel throughout the district will be required.

**Responsible to:** Forest Food Network / FVAF Programme Manager

## **About Us**

Forest Voluntary Action Forum is a support and development agency for voluntary activity and community action in the Forest of Dean. We provide assistance to many of the hundreds of voluntary and community groups in the district who in turn are better able to deliver their work in the local community. Much of our support is in the form of advice, guidance and information as well as a range of formal training provision and support for volunteering. As well as this 'core work', we run a number of projects with and for the benefit of local communities.

We strongly believe that through community-led approaches we enable citizens to develop the skills, resiliency and social capital to live more cohesively with one another, the result of which leads to greater empowerment both individually and collectively in meeting health, well-being and social needs.

The Forest Food Network is a recently established body to enable and support grass root community organisations coming together to improve food equity across the Forest of Dean through coproduction and the use of strengths-based approaches.

## **Why work for FVAF?**

FVAF are passionate about nurturing talented, compassionate, community minded team players. We recognise the value of people far beyond their job title and support all staff and volunteers to utilise their skills and passions during their time with us.

We are committed to ensuring that significant levels of support and training will be provided to the successful candidate.

As an organisation we provide the following:

- ✓ A minimum of 25 days annual leave, increasing by 1 day for every year served
- ✓ A staff training and development programme with a dedicated budget
- ✓ Remote and flexible working opportunities
- ✓ Permanent contracts wherever possible
- ✓ Up to one week per year to undertake employer supported volunteering
- ✓ A pension scheme
- ✓ Team building days and social gatherings throughout the year

***“I have learned more at FVAF than I ever did in any other job or in education. They give me the trust and support to succeed and I love being part of this amazing team”***

## **The Role**

As our Network Coordinator you will play a pivotal role in driving the Forest of Dean’s food sustainability initiatives forward. You will have the exciting opportunity to engage and work with diverse stakeholders, including local businesses and community organisations to coordinate a Forest of Dean Food Network and to enable new initiatives supporting a better food economy in our district. Your creativity and strategic thinking will be instrumental in coordinating innovative projects and building long-lasting partnerships.

Ultimately, you will be responsible for enabling and supporting local people and communities to act on issues that are important to them. You will have a strong understanding of the Forest Food Network’s vision and our commitment to use our grant funds to maximise positive impact on our communities and our local environment.

## Main Tasks

- Work in close partnership with organisations such as Feeding Gloucestershire and the Forest of Dean District Council.
- Ongoing mapping to identify gaps in provision and facilitate partnership working
- Support development and coordination of the 'Forest Food Network'
- Engage with voluntary and community sector organisations operating locally on relevant community projects and enable connections and co-production
- Capturing and sharing learning and best practice – across the district, county and nationally
- Supporting and enabling of new initiatives aiming to reduce food waste and improve access to good quality, nutritious and affordable food for everyone
- Organising Forest Food Network events
- Through a **systems based approach** to work with all **relevant partnerships including Revenues and Benefits, Climate Adaptation teams and Food and Farming Networks.**
- Supporting strategic work enabling legacy within the Forest of Dean
- Collate, evaluate and communicate evidence/data to key stakeholders inc. funders, to demonstrate the value of the Forest Food Network.

## Job / Person Specification

Forest Voluntary Action Forum considers it to be essential that the post holder has the following skills, knowledge and experience:

### *Skills*

- ✓ Strong communication skills (both verbal and written)
- ✓ The ability to build positive and productive relationships with community organisations, professionals, local people and colleagues
- ✓ Strong organisational skills
- ✓ A positive approach and ability to generate creative and innovative solutions
- ✓ The ability to inspire and motivate others
- ✓ A flexible approach to work
- ✓ Confident user of a wide array of IT software, including databases and MS Office applications

### *Knowledge*

- ✓ Awareness of the issues around food equity.
- ✓ An existing knowledge of the voluntary and community sector including here in the Forest of Dean.

### *Experience*

- ✓ An evidenced passion for the capabilities of communities through the promotion of strength based approaches such as Asset Based Community Development.
- ✓ Proven success in building effective relationships within organisations and with partners and stakeholders in the public, private and voluntary sectors.

### *Qualifications*

- ✓ A full driver's license with access to a vehicle is essential.

All duties must be carried out in compliance with the Forest Voluntary Action Forum Equality and Diversity Policy.

**We welcome any applicants that wish to learn more about the organisation and/or role to please contact Nick Penny on [projects@fvaf.org.uk](mailto:projects@fvaf.org.uk)**

**All applications with a CV and covering letter stating your suitability for the role should be submitted to Forest Voluntary Action Forum via e-mail to [projects@fvaf.org.uk](mailto:projects@fvaf.org.uk)**

**CLOSING DATE FOR APPLICATIONS:  
5:00PM SUNDAY 19<sup>th</sup> May**