

Foodbanks Support Officer

Post:	Foodbank Support Officer (Barnet Together)
Hours:	15 hrs per week (plus statutory breaks) – Actual working hours and days are to be agreed on confirmation of the post but are flexible although we are hoping the candidate will spread the hours over 3-5 days. Start Date ASAP
Base:	Based at The Old East Barnet Library, EN4 8SG. The role is based at the Library, however, if further COVID restrictions need to be enforced then the ability to work from home is expected.
Contract Term	Mid/Late June to end of October 2021 (4 months)
Remuneration:	up to £24,000 p/a pro rata
Accountable to:	Food Hub Project Manager (Groundwork London)
Line management:	COO (Young Barnet Foundation)

Young Barnet Foundation seeks someone with strong administration and communications skills to support the central Community Response Taskforce around the Foodbanks strands (Young Barnet is administering on behalf of the Barnet Together Partnership). Day to day operations is being delivered by Groundwork London, again on behalf of the Barnet Together Partnership.

Young Barnet Foundation is committed to representing the diverse community which it serves and actively encourages applications from all backgrounds and experiences.

About the role

Foodbanks have played a vital role in supporting Barnet's residents during the crisis. As mainly smaller, local, independent organisations, a degree of assistance was/is required to help them to continue that great work. The Foodbank Support Officer will work closely with the Barnet Together team to support this central function.

Responsibilities

- Collation of foodbank data, analysis and report production as required
- Provide administrative support to Food Hub Project Manager
- Collecting/recording relevant information
- Deliver comms plan for Barnet Food Hub, including social media platform and content production, press and publicity opportunities.
- Produce compelling stories about Barnet Food Hub and Barnet Foodbanks work for use across a range of communication tools, including case studies and social media channels
- Send out weekly emails to include relevant information, funding opportunities (information supplied by others) to our food bank partners
- Supporting Barnet Food Hub at various meetings
- Providing updates to the CEO/Food Hub Project Manager for upcoming meetings
- Following up on actions from relevant meetings ensuring timely completion

Young Barnet Foundation is ideally looking for someone that is a self-starter with bags of common sense and a can-do attitude, who is methodical with strong administrative and written communication skills.

BACKGROUND INFORMATION - About Young Barnet Foundation

Young Barnet Foundation (YBF) is made up of a diverse membership of over 200 charities, community organisations and social enterprises that deliver fun, enriching and wellbeing activities and projects to children and young people across the borough of Barnet. Our vision is for young people to grow up healthy, safe and happy with the best opportunities to secure brighter futures.

Our small team works collaboratively, tactically and strategically to support and build capacity within and beyond our membership, under the ethos of Generous Leadership:-

- we support members with advice, information and sharing best practice, offer networking opportunities, assistance with fundraising and foster partnership building.
- we work with local authority and strategic partners to encourage sharing of intelligence, ideas, and resources.

There are 3 core strands to our work. We:

INVEST:

- Operate *Space2Grow* - a small local grants pot to address need and plug gaps in provision
- Focus on organisational sustainability and standards
- Promote Generous Leadership - the harnessing of local assets, people, places and organisations to further strengthen the sector

CONNECT:

- Foster local relationships - via face-to-face meetings, themed sessions, supper clubs and private discussion forums
- Encourage partnership working to ensure supported pathways for our children and young people

GROW:

- Encourage the growth of voluntary sector provision to reflect what is wanted and where - by Barnet's young people
- Develop pilots, partnerships and opportunities that benefit children and young people
- Support members in Monitoring and Evaluation to demonstrate impact of delivery
- Raise awareness of key issues and influence policy makers to gain support for the sector

We are also proud partners of Barnet Together.

About Barnet Together

Barnet Together is a collaboration between Inclusion Barnet, Volunteering Barnet and the Young Barnet Foundation. Together we offer high quality training, volunteering support and provide vital resources and advice to Barnet's community organisations. We unite local people, charities and businesses to grow and strengthen local partnerships enabling our borough to innovate and thrive. <https://barnettogether.org.uk/>

Employed by Young Barnet Foundation, but working on behalf of the Barnet Together partnership, you will be working closely with the Food Hub Project Manager along with the CEO's of Young Barnet Foundation, Inclusion Barnet and the Director of Communities and Environmental Services at Groundwork London (Volunteering Barnet) to support the Community Response to COVID-19.

Barnet Together is leading the community response to Covid-19, working within a partnership Response Framework with the Council and other stakeholders. This is a fast-moving environment, and more capacity is

needed to help us deliver extra support to meet emerging needs both within the VCSE and the communities we serve.

Candidate Profile

The successful candidate will be able to demonstrate the following skills or characteristics in the application. It is essential that you give evidence or examples of your experience, knowledge and skills where possible.

Personal Skills/Characteristics	Essential	Desirable
Qualifications		
<ul style="list-style-type: none"> Educated to degree level or equivalent 		X
Experience		
<ul style="list-style-type: none"> Strong Administration experience 	X	
<ul style="list-style-type: none"> Understanding of the Third Sector 		X
<ul style="list-style-type: none"> Experience in writing effective and engaging copy suitable for publication and for a range of target audiences. 		X
Knowledge and Skills		
<ul style="list-style-type: none"> Ability to engage and communicate effectively to a range of audiences, using different mediums, with written good skills 		X
<ul style="list-style-type: none"> Ability to design high quality communications materials including leaflets, social media graphics, reports and presentations (eg on Canva) 	X	
<ul style="list-style-type: none"> Planning and organisational skills, including ability to plan, prioritise and deliver against project objectives. 		X
<ul style="list-style-type: none"> Strong ICT skills, with experience of using Microsoft Office, including Microsoft Team. 	X	
<ul style="list-style-type: none"> Experience with Salesforce/CRM systems preferred but not mandatory. 		X
<ul style="list-style-type: none"> Excellent interpersonal skills 	X	
<ul style="list-style-type: none"> Knowledge and understanding of Equal Opportunities Policy and sensitivity to equality/diversity issues 		X
Other		
<ul style="list-style-type: none"> Friendly, flexible and enjoy being part of a small but perfectly formed team 	X	

Other Terms and Conditions

Probation Period:	Three months
Expenses:	Staff may claim travel expenses, at the agreed rate, for journeys necessary in the course of their work. Claims for additional expenses will be reimbursed in accordance with our expense policy or funded contracts.
Annual Leave:	25 days per annum, pro rata, excluding bank holidays. Holidays will increase in accordance with our Annual Leave Policy.
Pension Payments:	After satisfactory completion of the probationary period, The Young Barnet Foundation will contribute, in line with government requirements, into the individual's chosen pension scheme.

Your Application

Please apply with a covering letter, an up-to-date CV and Personal Statement (abilities, skills, knowledge and experience). Please use the statement to explain in detail how you meet the requirements of the Person Specification (please cover the specific headings in the person specification). If you are or have been involved in voluntary/unpaid activities, please also include this information. Attach an additional sheet if necessary. Please include details of referees.

By Hand or Post:

Young Barnet Foundation,
c/o Old East Barnet Library, 85
Brookhill Road, East Barnet, EN4 8SG

By E-Mail:

info@youngbarnetfoundation.or.uk

Enquiries:

Telephone: 0203 621 6090

CV's will be assessed as and when suitable candidates apply - interviews dates TBC

**Please note that this post is subject to appointee undergoing an Enhanced DBS, in line with Young Barnet Foundations commitment to safeguarding. Proof of right to work in the UK is required.
Young Barnet Foundation is an equal opportunities employer.**