

## KITCHEN SOCIAL PROJECT CO-ORDINATOR FOR BARNET

<b>Post:</b>	Kitchen Social Project Co-ordinator
<b>Hours:</b>	8.5hrs per week for 1 year Project continuation past 1 year also subject to additional funding. (Potential additional hours 5.5hrs- total 14hrs per week subject to funding).
<b>Base:</b>	<b>Young Barnet Foundation</b> , Burnt Oak, London HA8
<b>Remuneration:</b>	up to £27,300 pro rata (depending on experience)
<b>Accountable to:</b>	Young Barnet Foundation CEO
<b>Line management:</b>	Possible volunteers

### **About Kitchen Social**

Working for Young Barnet Foundation, you will be leading on developing Kitchen Social projects, which is a programme offer by the Mayor's Fund for London in response to a wider national campaign tackling food insecurity in the school holidays.

Kitchen Social offers funding and training to local organisations to enable them to tackle holiday hunger and isolation, which affect around half a million young Londoners every school holiday. The aim is to give children a safe place to go during the holidays where they can socialise and get a free healthy meal. The project also supports children's general mental and physical well-being, as well as teaching them life-skills.

Young Barnet Foundation (YBF) recognises and is responding to the need for more Kitchen Social projects in the Borough of Barnet in light of local need. Over 20% of children and young people under 19 live in poverty in Barnet and those on Free School Meals can find themselves without adequate food during school holidays.

### **About the role**

The Kitchen Social Project Co-ordinator will manage existing and lead on the development of additional Kitchen Social holiday schemes in Barnet. This will include auditing and mapping existing provision, facilitating the scaling of existing schemes, identifying gaps in provision, planning and supporting delivery, stakeholder engagement and performance reporting. We are looking for an excellent end-to-end project co-ordinator with experience of cross-sector partnership working and a passion to deliver for children and young people of Barnet.

### **Responsibilities:**

- Identifying, targeting and engaging with existing and potential Kitchen Social scheme providers in pre-identified areas to address need
- Support the YBF team to help build capacity of delivery organisations to improve quality of provision and ensure the project reaches those most in need; including to:
  - identify training needs and support requirements
  - develop, pilot and roll out capacity building/support packages in partnership with others (eg Colleges, Barnet Volunteering, Inclusion Barnet and other stakeholders)
  - promote good practices and sustainable models for delivery

- Enable YBF members to access support from the Mayor Fund for London (MFL) Main Programme. MFL are responsible for selection, recruitment, vetting and training of new hubs in line with project delivery targets.
- Work with the MFL Programme Manager to attract additional funding to Barnet.
- Support member organisations to access additional funding through Trusts/Foundations – in conjunction with our Fundraising and Partnership Manager
- Support member organisations to complete service level agreements with the MFL
- Oversee all necessary project documentation, including the use of our CRM system (Salesforce and/or Upshot)
- Review and monitor the project in line with the organisation's impact measurement framework, provide reporting to key stakeholders
- Input into the project strategic direction in consultation with YBF Senior Management Team and key stakeholders
- Attend local and regional events and conferences and build personal relevant networks.
- Manage and administer the project advisory group, chaired by YBF CEO
- Work with YBF Comms to develop and implement a communications strategy for the project

### Candidate Profile:

The successful candidate will be able to demonstrate the following:

- Proven project coordination/management skills including ability to liaise with a complex range of stakeholders
- Ability to engage and communicate effectively to a range of audiences, using different mediums, with written good skills
- Experience of effective partnership building and stakeholder collaboration
- Experience of workshop facilitation
- An understanding of measuring impact (quantitative and qualitative) in a social/education environment
- Ability to work well under pressure, make sound judgements and solve problems.
- Strong ICT skills, with good experience of using Microsoft Office. Experience with Salesforce/CRM systems preferred but not mandatory.
- Experience of web-content management desirable
- Some experience of volunteer management
- Ability to plan and prioritise own workload.
- A strong understanding of the challenges faced by young Londoners and an interest in helping children and young people fulfil their potential

**Please note that this post is subject to appointee undergoing and Enhanced DBS, in line with Young Barnet Foundations commitment to Safeguarding.**

**Young Barnet Foundation is an equal opportunities employer**

The role will involve occasionally evening and early morning events so a flexible approach to working hours is required. Travel across London for project meetings or events will also be required