

## **STOKE-ON-TRENT FOODBANK HEALTH CO-ORDINATOR**

### **Job Description**

Job Title:	Health Co-ordinator
Based at:	Foodbank Office, Hanley Community Fire Station
Salary:	£18,400 per annum, pro-rata
Contract:	12 month fixed-term contract (subject to funding)
Hours:	12 hours per week (subject to funding)
Responsible to:	Stoke-on-Trent Foodbank Project Manager

### **Summary of Duties**

- A** To manage, deliver and evaluate the Public Health Improvement contract
- B** To co-ordinate the provision of healthy themed school holiday clubs and cooking on a budget sessions at foodbank distribution centres
- C** To engage within the City-wide health oriented agenda

### **Main Duties**

- ⊕ To manage the Public Health Contract, planning activities to ensure delivery against the outcomes.
- ⊕ A co-ordination role to ensure the provision of Cooking on a Budget sessions at Foodbank distribution centres. Signposting Foodbank guests into locally available Cook-and-Eat sessions.
- ⊕ A co-ordination role to ensure healthy themed school holiday clubs at foodbank distribution centres and/or in that locality. Partnering with schools, churches and Public Health to support healthy eating amongst children during holiday periods.
- ⊕ Supporting and improving signposting activity to increase relevant support information given to Guests
- ⊕ Be a key partner within the Sustainable Food Poverty partnership within the city, representing the foodbank.
- ⊕ Present quarterly reports against Key Performance Indicator's set within the Health contract, undertaking robust monitoring and evaluation of the project delivery.
- ⊕ Undertake various talks in schools and churches, to distributors and donors to raise project awareness and funds.
- ⊕ Develop and maintain effective partnerships with businesses, Churches and Schools across the city in supply of food, and promoting the Foodbank.
- ⊕ Work within the requirements of the Trussell Trust in delivery of the Foodbank.

## Values

We value life-giving relationships and believe that they form the context in which our core values operate

Integrity	We value integrity which guides us in all our dealings both in public as well as in private.
Generosity	We value generosity as a way of life.
Compassion	We value compassion as Faith in Action, which finds its origins in the teachings of Jesus the Christ.
Humanity	We value people as God's treasured masterpieces and so we endeavour to treat them with dignity, respect, acceptance and love.

Signed

(Post holder).....date.....

Signed

(Manager) .....date.....

Requirements		Essential	Desirable
<b>Skills / Experience / Knowledge</b>	An understanding of the issues relating to the beneficiaries of the Stoke-on-Trent Foodbank	√	
	Ability to plan, organise and manage a project	√	
	Strong understanding of issues relating to health objectives	√	
	Understanding and evidence ability of working with vulnerable people	√	
	Developed networking, motivational and interpersonal skills	√	
	Developed organisational, administrative and monitoring skills, accuracy and attention to detail	√	
	Excellent written and oral communications skills	√	
	Experience of maintaining related ongoing administrative records, providing statistical information, including keeping audit trails as necessary	√	
	A knowledge of the various agencies and partnerships which work within communities		√
	IT Skills: word-processing, spreadsheets, database, etc	√	
	Driver with a clean driving licence		√
<b>Personal Qualities</b>	Agree and support the values of the Stoke-on-Trent Foodbank	√	
	Self-motivated and able to work under own initiative as well as within a team	√	
	Sensitive to, and able to respond appropriately to the needs of people	√	
	Ability to motivate others, inspire change and encourage and facilitate participation and engagement	√	
	Ability to work under pressure and to deadlines	√	
	Willingness to work flexibly within a developing environment with a 'can do' attitude	√	
	Ability to lead and work as part of a team	√	
	Value and respect all the people who come into contact or work within the Stoke-on-Trent Foodbank	√	