



# Food Partnership Development Officer

## Job pack

Thanks for your interest in working at Arun & Chichester Citizens Advice. This role will be managed by Chichester Advice and working for the Arun and Chichester Food Partnership. Please see enclosed terms of reference for the aims and objectives of the Partnership. This job pack should give you everything you need to know to apply for this role and what it means to work at Citizens Advice.

In this pack you'll find:

- Our values
- 3 things you should know about us
- Overview of Citizens Advice.
- The role profile and personal specification
- The Partnership's Terms of Reference
- What we give our staff

### **Want to chat about this role?**

If you want to chat about the role further, you can contact **Luca Badioli** by emailing [l.badioli@arunchichestercab.org.uk](mailto:l.badioli@arunchichestercab.org.uk) or calling **01243 866233**

## Our values

**We're inventive.** We're not afraid of trying new things and learn by getting things wrong. We question every idea to make it better and we change when things aren't working.

**We're generous.** We work together, sharing knowledge and experience to solve problems. We tell it like it is and respect everyone.

**We're responsible.** We do what we say we'll do and keep our promises. We remember that we work for a charity and use our resources effectively.

## 3 things you should know about us

**1. We're local and we're national.** We have 6 national offices and offer direct support to people in around 300 independent local Citizens Advice services across England and Wales.

**2. We're here for everyone.** Our advice helps people solve problems and our advocacy helps fix problems in society. Whatever the problem, we won't turn people away.

**3. We're listened to - and we make a difference.** Our trusted brand and the quality of our research mean we make a real impact on behalf of the people who rely on us.

# Overview of Citizens Advice

The Citizens Advice service is made up of Citizens Advice - the national charity - and a network of around 300 local Citizens Advice members.

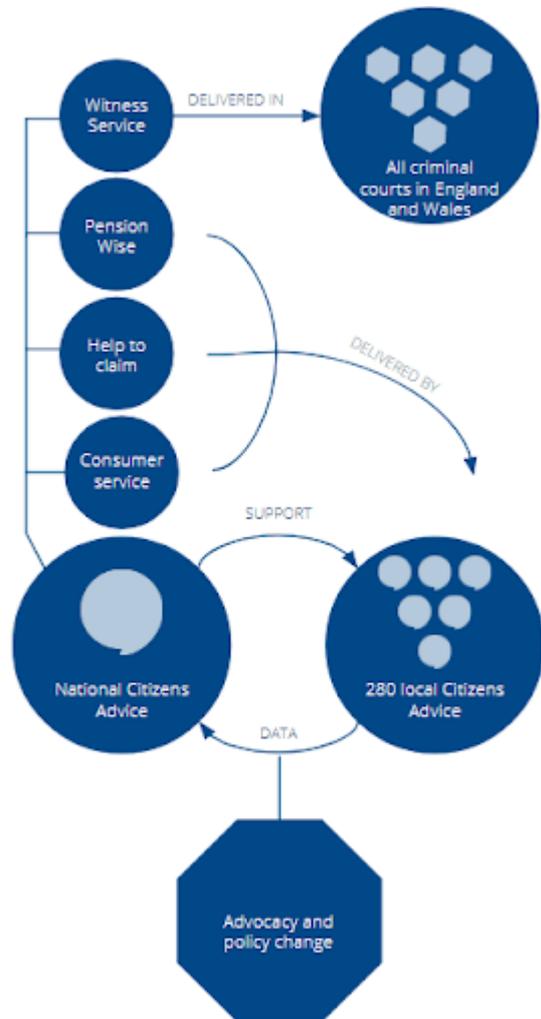
This role sits our network of independent charities, delivering services from

- over 600 local Citizens Advice outlets
- over 1,800 community centres, GPs' surgeries and prisons

They do this with:

- 6,500 local staff
- over 23,000 trained volunteers

Our reach means 99% of people in England and Wales can access a local Citizens Advice within a 30 minute drive of where they live.



## The role

This is a new role where the successful candidate will develop food co-ordination and support services to enable a move from food reliance to food resilience across Arun and Chichester. This role will be managed by Citizens Advice and working for the Arun and Chichester Food Partnership.



# Role profile

## **Project Coordination and Sector Engagement:**

- Co-produce and work to a Food Action Plan alongside key stakeholders, which meets the partnerships stated aims and objectives around food resilience and sustainability.
- Develop a network of food and service providers through the facilitation of and following up on actions from meetings.
- Actively seek out new groups engaged in food provision and offer support and/or connect them to pre-existing groups as appropriate.
- Co-design and develop projects/services with people with lived experience to eliminate stigma, giving place to advocacy and dignity.
- Collect, collate and report on the impact of the work to key stakeholders.
- Update the partners on any changes with national, regional and local policy and new research.
- Attend meetings to represent the partnership.
- Write funding bids for the extension of this role as well as projects developing out of this work

## **General Responsibilities**

- Develop case studies and other evidence to illustrate the impact and value of our work.
- Use agreed monitoring and evaluation tools to ensure that qualitative and quantitative service delivery outcomes are achieved.
- Arrange, attend and participate in team meetings, supervision, appraisals and ad hoc meetings as required within Citizens Advice.
- Respond to enquiries by telephone, email and post, signposting to other support when relevant.
- Uphold the aims and principles of the Citizens Advice service and its equality and diversity policies.
- Work in accordance with Citizens Advice safeguarding of children and adult's policy and practice.
- Establish and maintain effective and efficient administration systems for the delivery of the project.

- Ensure administration processes are in place for audit trails for all funders of the project.

## **Person specification**

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#### Essential

- Have knowledge of the complex factors which lead to requiring support with accessing food for accessing food
- Ability to sensitively engage with adults with lived experience of food insecurity who may have complex needs.
- Have good verbal and written communication skills with the ability to write reports and briefings – and be able to tailor communication to a range of groups and purposes.
- Have experience of running groups or forums, enabling a full range of voices and opinions to be heard and incorporated.
- Have experience of establishing and developing partnerships with other agencies and joint working.
- Confident in using a computer for word processing, diary management, email and ability to learn how to use our in-house database.
- Track record of successful income generation through fundraising or bid writing.

#### Desirable:

- Have experience of working in or with the voluntary and community sector.
- Have experience in community development work.
- Have experience in emergency food or community food projects.

Citizens Advice recognises the value in being diverse and inclusive and we promote equality and challenge discrimination. We welcome and encourage applications from people of all backgrounds and lived experiences.

In accordance with Citizens Advice national policy, we may need the successful candidate to be screened by the DBS. However, a criminal record will not necessarily be a bar to your being able to take up the job.

# Arun and Chichester Food Partnership

## Terms of reference (December 2020)

### 1. Mission Statement

To bring together a collaborative network of social food providers with advice, educational and wellbeing services for the purpose of ending food insecurity together throughout Arun and Chichester.

### 2. Aims of the Partnership

We recognise the significant role that volunteers play in supporting the work of social food providers and support service organisations and we welcome and promote volunteering opportunities throughout the work of Partnership.

#### Aim 1 – Bring social food providers together

- Identify and map social food providers to include foodbanks, charity and community groups, affordable food schemes, and community suppliers
- Create networking opportunities to make connections, share best practice, and avoid duplication

### Outcome Measures

- A directory of food provision is created and updated every 6 months. To be completed by end of February 2021
- Hold quarterly networking meetings between all providers, starting in March 2021

### Aim 2 – Understand what advice services are available to prevent the causes of food poverty

- Identify and log services that can support social food providers (CAB, social prescribing, wellbeing teams, CAP, Aspire....) providing a route out of poverty
- Create opportunities for collaboration and engagement between these groups, ultimately providing help to residents and reducing the need for food provisions.

### Outcome Measures

- A directory of support services is created showing what and where services are currently being offered. To be updated every 6 months. To be completed end of February 2021
- Networking events to be arranged every month starting March 2021

### Aim 3 – Upskill those who rely on food provision

- Identify and map services that provide educational opportunities in cooking, budgeting, and growing own food
- Bring together groups in a network to make connections, share practice and support each other
- Build relationships between services to support the needs of residents

### Outcome Measures

- A directory of services is created by end of February 2021 and updated every 6 months.
- Hold quarterly networking meetings starting March 2021.

### **3. Term**

This Terms of Reference is effective from December 2020 and will be ongoing until terminated by agreement between the parties.

### **4. Governance**

The Partnership will sit under a relevant Strategic Group to be decided upon in the first 6 months.

### **5. Membership**

The Arun and Chichester Food Partnership will comprise of the following organisations. Only on agreement within a partnership meeting, can a new member be invited.

- Arun District Council
- Chichester District Council
- West Sussex County Council
- Bognor Foodbank
- Littlehampton Foodbank
- Chichester District Foodbank
- UK Harvest
- Voluntary Action Arun and Chichester
- Stonepillow
- Citizens Advice
- Clarions Futures
- Hyde Housing
- Chichester Community Network

### **6. Roles and Responsibilities:**

#### **Chair**

- Will be elected by the forum on a yearly basis

- Will undertake the coordination of the forum, including the raising and circulation of the meeting agenda and minutes, venues, online meetings, speakers and maintaining contact and sharing information with forum.
- Will chair meetings
- Will review meeting minutes before distribution
- Will ensure that new members are informed of role/inducted and invited to attend meetings.
- Will represent the forum (not their own organisation) in a professional manner, and be accountable to the Partnership and other networks connected with the Partnership

### **Partnership Members:**

- Will attend all Partnership meetings or identify an appropriate delegate.
- Will contribute to meetings with agenda items, information and updates as appropriate.
- Will respond to and engage with requests for information and consultation
- Will identify potential new members
- Will wholeheartedly champion the Partnership
- Will disseminate information/updates within own organisation/network.

## **7. Meetings**

Decisions made by consensus (i.e. members are satisfied with the decision even though it may not be their first choice). If not possible, the chair makes final decision.

Meetings will be held monthly for up to 2 hours.

If required subgroup meetings will be arranged outside of these times at a time convenient to subgroup members.

## **8. Amendment, Modification or Variation**

This Terms of Reference may be amended, varied or modified in writing after consultation and agreement by the Partnership members. The Partnership will review the T of R every 6 months, starting June 2021.



# What we give our staff

- 20 days' annual leave FTE + bank holidays
- Workplace pension available
- Employee Assistance Programme
- Commitment to continued professional development
- Supportive and flexible employer
- An opportunity to work within a team that is friendly, forward thinking and passionate about helping our community