

Community Food Development Project
Project Co-ordinator (until 30th September 2008)

Job Profile

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| JOB TITLE: | Project Co-ordinator |
| RESPONSIBLE TO: | Steering Group of Fife Community Food Development Project |
| SALARY: | £22,000 (pro rata) 3 days per week |
| JOB PURPOSE: | To co-ordinate the work of the Community Food Development Workers in developing food-related community development projects in the Regeneration Areas of Fife. To contribute to the development and implementation of project objectives and priorities and the establishment of appropriate processes and systems to ensure that these are achieved. |

MAIN RESPONSIBILITIES

1. To liaise with the Steering Group to design and implement a framework for the monitoring and evaluation of the Project and to put this framework into practice
2. To report to the Steering Group and other key stakeholders on Project progress and implementation
3. To manage the Project budget and provide regular financial updates to the Steering Group
4. To assist the Community Food Development Workers in developing their budgets and funding proposals and to present these to the Steering Group for approval
5. To undertake research, information gathering and analysis and to prepare reports as required
6. To promote and market the Project and to raise awareness of its activities across Fife
7. To ensure that the Project focuses on priority objectives, as identified by the Joint Health Improvement Plan (JHIP) and the Food and Health Action Plan for Fife

8. To foster and develop partnership working between the Community Food Development Workers and across the Project areas and to assist the Community Food Development Workers in working together
9. To work with the Community Food Development Workers to clarify, set and prioritise objectives and targets for their areas, and to ensure that these are met
10. To assist the Community Food Development Workers in accessing appropriate expertise and advice to support the Project's objectives
11. To review current administration systems and procedures and to adapt these where necessary in order to create a unified approach which will be used by all Community Food Development Workers in the Project
12. To prepare a report reviewing progress and to develop a business plan for the Project's future development which will include identifying sources of funding and deciding priority areas dependent on evaluation outcomes
13. To carry out other such tasks as will be allocated from time to time by the Steering Group.
14. To work within the constraints of a time-limited project ensuring objectives are met and the Project makes a difference to the local community

ESSENTIAL QUALITIES

- A degree or relevant qualification in community education, education, health or another relevant field or 3 years relevant experience in community development work
- Project management experience
- Experience of working with a community development approach
- Experience of managing staff and/or volunteers
- Experience of community development, training or advice work
- Excellent communication skills, both written and oral
- Ability to work on own initiative
- Computer literate
- Driving licence
- Experience of working on a variety of projects and initiatives
- Experience of developing monitoring and evaluation systems

DESIRABLE QUALITIES

- Understanding of the current national and local issues surrounding the local food agenda
- Educated to degree level or equivalent
- A flexible approach to problem solving
- A passion for wanting to improve people's lives through food