



Role Profile

Job Title: Food Partnership Officer	Role Profile Number: PCDN88
Grade: N Salary:	Date Prepared: 21/05/21
Directorate/Group: Community Health and Wellbeing	Reporting to: Community Participation Manager
Structure Chart attached:	No

Job Purpose

The purpose of the Food Partnership Officer is to work alongside a range of teams in Swindon Borough Council who, during the COVID 19 pandemic have seen an increased role in supporting individuals and families who are experiencing Food Poverty. The initial task will be to gather insight and intelligence from the last year, understanding what worked well, what the challenges were and what improvements could be made.

The post holder will also work with colleagues and partners in other public sector and voluntary sector organisations, to understand the Swindon-wide offer and how providers can best work together to ensure access to support is equitable and understood by referrers and residents alike.

The post holder will work with colleagues and partners to understand and address the issues which lead to food poverty. Support, as necessary will be given to the development of locally led food projects that reduce food poverty, and source sustainable solutions for Swindon residents who need additional support.

Key Accountabilities

- Undergo a SWOT analysis to gather intelligence and insight into what has happened over the past 12-18 months.
- Build a data baseline to understand the current picture and identify suitable and creative ways to meet or divert demand.
- Identify gaps and locally led solutions to reduce food access inequality in Swindon.
- Support communities directly where appropriate with initiatives to reduce food poverty.
- Work alongside Swindon Borough Council teams who share a similar role, facilitating a productive and

proactive network of colleagues.

- Build on existing networks with key partners to mitigate duplication and promote a complimentary offer for Swindon residents.
- Create a simple and effective pathway document to ensure referring agencies and residents understand the offer and how to access support.
- Ensure the offer is inclusive and accessible to all, taking account of barriers and cultural and dietary requirements.
- Work with key partners such as Citizens Advice, DWP and Swindon Borough Council to get a good understanding of the issues that can lead to food poverty. Work together to identify potential solutions.

Supplementary Accountabilities

- Support the COVID 19 legacy programme, undertaken by Swindon's Public Health Team
- Support the work of the Interfaith Resilience and Recovery Group and their ambitions around mutual aid
- Support the Community Participation Manager to build and maintain partnerships across the voluntary and Community Sector
- Support/supervise/mentor community researchers
- Identify gaps in service and generate new ideas and projects which meet the outcomes of Swindon Circles and the wider Healthy Communities service.
- Attend Public Health and Swindon Borough Council mandatory training and CPD

Knowledge & Experience

Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:

- Experience of operating in a health and social care or community development or voluntary/charity sector role
- Experience of attending and facilitating meetings at partnership level
- Experience of working collaboratively with partners and communities, supporting multi agency approaches
- Experience of developing and managing projects
- Experience of working with volunteers and community groups
- Knowledge of local community resources and the voluntary/community sector across Swindon
- Knowledge of the boundaries of confidentiality and safeguarding
- Knowledge of issues affecting local communities, individuals and those facing health inequality

Qualifications

- Qualified to degree level or compensatory relevant experience in a health, social care or community sector, managing and developing projects

Decision Making

- Knowing when to escalate concerns about safeguarding.
- Providing guidance and advice to team members dealing with complex cases and people in crisis.
- Designing and deciding the viability of a project.
- Negotiation skills
- Experience of solving complex problems and operating in a solution focused way
- Understanding when best to involve partners
- Effective empowered signposting

Creativity and Innovation

- Generating ideas and designing viable projects and activities.
- Creative problem solving at an operational and strategic level
- Using and sharing insight across the team and partnership and developing projects which meet demand
- Inspiring and motivating team members, partners and communities to get involved
- New ways of promoting activities and messages that reach local people and in particular underrepresented groups

<u>Job Scope</u>	Budget Holder No	Yes
Number and types of jobs managed <ul style="list-style-type: none">• Volunteers• Some mentoring/supervision of community researchers	Responsibility	20,000
Typical tasks supervised/allocated to others <ul style="list-style-type: none">• Case Work• Community Research• Volunteer Support• Admin	Asset Responsibility:	

Contacts and Relationships

- *Community and Voluntary Sector Partners*
- *Statutory Partners – Health and Social Care, Housing, Customer Services, Police, Fire*
- *Community Leaders, Faith Leaders*
- *Community Groups*
- *Ward Members and Parish Councillors*
- *Individuals and residents*
- *Funding partners*
- *Corporate Sector*
- *Volunteers*

Values and Behaviours

We strive to underpin our culture of being 'At our Best' through strong management and authentic leadership. This means getting the management basics right. We own and demonstrate accountability, both individually and collectively, and aim to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours, by displaying:

- Accountability at all levels
- Customer care and pride in what we do
- Continuous learning and evaluation
- Valuing one another and the contribution each of us makes

Other Key Features of the role

(working environment / emotional / conditions i.e. regular outside work, unpleasant or hazardous conditions, practical demands such as standing, carrying or working in constrained positions, potential verbal abuse and aggression from people, or risk of injury).

Employee Signature:	Print Name:
Date:	
Line Managers Signature:	Print Name::
Date:	