



Slow Food® UK

JOB DESCRIPTION & PERSON SPECIFICATION

JOB TITLE : Project Coordinator, Slow Food for Babies
REPORTS TO : Programmes Director
TEAM : One intern

PURPOSE / UNIQUE CONTRIBUTION:

Our reach and influence depends on offering a set of convincing and engaging projects in food education to our volunteers and embers to scale and replicate in their local areas. Slow Food does significant work on food education for children and youth. We are now looking to expand our programme activities to design, develop and launch a 'Slow Food for Babies' (SFB) project for very young children and babies beginning to eat their first foods (from conception to two years of age).

We seek a dynamic project coordinator who can galvanise our group leaders, members and supporters as well as interest new stakeholders to join in with Slow Food's education activities for parents and young children and couples trying to conceive. This is an exciting and dynamic position and requires a person passionate about food, children and education.

As you will be working with Slow Food member groups and volunteers across the UK, we require a person with a sharp understanding and experience of working with volunteers. You will also have excellent people skills with an outgoing friendly personality who can 'bring in' and involve new stakeholders and organisations into the project and Slow Food in general.

KEY ACCOUNTABILITIES:

Project development

- Define and structure SFUK's SFB project based on stated SF objectives
- Document and develop project methodologies and frameworks
- Introduce the new project idea and exchange with member groups
- Draft and produce a project tool-kit and outreach materials including a webpage
- Facilitate events such as talks and seminars with our member groups both on and off-line
- Build relations with our chefs, registered public health nutritionists and or dieticians
- Manage project implementation and delivery
- Supervise monitoring of project outcomes

Build and Maintain Networks

- Act as a two-way conduit of information, document and support member-led activities while also introducing member group leaders to the new project
- Manage the online project knowledge sharing capability
- Supervise an intern who will assist you on administration and outreach
- Identify and initiate strategic partnerships with other organisations and institutions engaged in this area, including potential for joint project implementation
- Engage with nursery schools, day cares and baby clinics
- Visit and complete needs assessments from members groups during project cycles
- Promote and encourage online participation and work with social media

Develop Programme Funding

- Work with the grants writer on opportunities for programme funding
- Research and approach funding sources for project specific funding

- Help develop and maintain good relationships with trusts working in our programme areas
- Help prepare joint funding proposals with the assistance of our grant-writer with partner organisations on the basis of projects

KEY RELATIONSHIPS AND INTERFACES

- Work closely with the Programmes Director, Grant Writer and other project coordinators
- Supervise an intern
- Work with Member Group Leaders, Members and interested parties of the public

QUALIFICATIONS, KNOWLEDGE & EXPERIENCE:

1. ESSENTIAL

- Degree level qualification or equivalent
- Proven track record of managing multi-faceted projects
- Experience in contacting and setting up new relationships with organisational partners
- Experience in contributing to grant writing and raising funds from foundations and educational trusts
- Ability to facilitate learning and educational experiences both on and off line and promoting messages through social networking
- Command of Microsoft Office Software
- Excellent command of English language – spoken and written

2. DESIRABLE

- Ability to measure educational project contribution to local community or region
- Academic work pertaining to diet and nutrition
- Experience with parents and children and/or chefs, nutritionists, nursery schools, local community groups

PERSONAL ATTRIBUTES:

Ability to think swiftly and juggle multiple tasks

Results oriented

Ability to thrive in a small, growing team

Highly creative

Strong interpersonal skills

Excellent networker and 'connector'

ADDITIONAL INFORMATION:

Salary: £12k + expenses

Hours: Part time - 3 days/24 hours per week

Based at: 6 Neal's Yard, Covent Garden, London

Expected Travel: within UK to project locations and member groups