



Team Coordinator Project Leader

About the role

As a Team Coordinator, you will be the 'glue' of the team. You will organise Project Leader meetings and follow up on any set actions from these. You will also ensure that the Project Leader rota is complete for your project's upcoming cooking and hosting sessions, be the main contact with your local FoodCycle Regional Manager and liaise directly with your project's venue.

The role of Team Coordinator is a great way of gaining management experience, developing a well-developed understanding of all aspects of a FoodCycle project, and a chance to really leave your stamp on one of our volunteer-led projects.

About FoodCycle

FoodCycle combines surplus food, volunteers and free kitchen space to create nutritious, three-course meals for the community.

We have 4 main aims:

- To strengthen communities
- To encourage friendships
- To improve nutrition and reduce hunger
- To change attitudes towards food and to reduce food waste

A FoodCycle project is where the magic happens. Each project is run on the ground by a team of 8 or more lead volunteers called Project Leaders, with each leader taking on a specific role to ensure the smooth running of their FoodCycle Project. These people are passionate, committed and want to make a positive change within their community, they take ownership of their project and make decisions about the day-to-day running of it.

Skills you'll learn

- ✓ **Relationship management:** you'll liaise with your Venue Partner and work hard to maintain good communication channels and a strong working relationship.
- ✓ **Communication:** you'll be the Project Leader team's main point of contact with FoodCycle's head office.
- ✓ **Leadership and delegation:** we'll train you up to lead cooking and hosting sessions, and how to induct new volunteers into the kitchen.
- ✓ **Recruitment of volunteers:** you'll support your Regional Manager to recruit Project Leaders.

FoodCycle is a company limited by guarantee (number 7101349) and a registered charity in England and Wales (number 1134423).

- ✓ **Relationship building:** you'll be building lasting relationships with your guests and volunteers, ensuring they come back each week.
- ✓ **Fundraising:** there is the opportunity to get involved in fundraising events that raise vital funds to support FoodCycle's work.
- ✓ **Running effective meetings:** you'll organise Project Leader meetings once a month to discuss the running of your Project.

What to expect from FoodCycle

- ✓ Ongoing, regular visits, support and advice from your Regional Manager.
- ✓ A training conference to equip you for your role. Travel, accommodation and food cost covered by FoodCycle.
- ✓ Expenses covered in line with our volunteer policy.
- ✓ Training throughout the year from FoodCycle, including safeguarding and first aid.
- ✓ Impressive skills to add to your CV and a reference if/when you need it.
- ✓ Accredited level two food safety qualification provided by FoodCycle.
- ✓ The opportunity to meet a large network of like-minded people.
- ✓ A fun, creative volunteer experience with ownership over a community-led project.

What's expected from me

We ask that Project Leaders stay with us for a minimum of 9 months, to enable them to get the most out of the role. As Team Coordinator, you will be expected to:

- ✓ Attend a monthly Project Leader meeting to discuss as a team how things are going.
- ✓ Lead a minimum of one session per month
- ✓ Follow all FoodCycle policies and procedures
- ✓ Complete a DBS check and attend safeguarding training
- ✓ Complete the project report on our website after leading a session

Time commitment

The suggested minimum time commitment to your role is 12 hours a month.

To apply

Email projects@foodcycle.org.uk for a Project Leader application form.

Safeguarding statement

Safeguarding is Everyone's business – FoodCycle is committed to safeguarding and promoting the welfare / wellbeing of children, young people and adults at risk. It expects all staff and volunteers to share this commitment.

