

Food and Green Community Coordinator | Application Information

Timespan is looking for a proactive and committed Food and Green Community Coordinator to support Timespan to build a sustainable and green environmental approach to our organisation and programme. Timespan has significant responsibilities as a public cultural institution, in confronting the climate crisis, and does this through conceptual and practical measures. Our priorities are to improve the local food system and reduce the carbon footprint of food miles through working with community organisations, local council and local businesses to share knowledge and best practice and identify opportunities to implement policy change; raise the voice of the local community so it's centred in policy decisions; galvanise the local community in green initiatives through an exciting skills educational programme, and ultimately, to contribute to a post-fossil fuel world.

With generous support from Aspiring Communities Fund, the position is funded for 15 months.

Reporting to: Director

Remuneration: £19,000 fte per annum

Hours: 2 days per week (16 hours flexible)

Contract: Fixed term - 15 months (May 2019 - August 2020)

Location: Timespan, Helmsdale

Key dates

- Application deadline: 5th May 2019
- Interview date: Wednesday 8th May 2019

Main Responsibilities of the Post

- Programme a 'Politics of Food' programme to include skills workshops, talks and pop-up events
- Coordinate and manage a food growing and cooking course
- Manage a local produce stall from Timespan's River Cafe and coordinate local producers and suppliers
- Monitor the environmental impact of Timespan's activities and work with the Director to improve performance.
- Liaise with local agencies and organisations to collaborate on creating a local food web.
- Research and build relationships across sectors, and spearhead development and implementation of a community-led green action plan and educational programme that will make a real difference to the lives of people in our parish.

Person Specification

The ideal candidate should be able to demonstrate the following:

Essential:

- Demonstrable knowledge and understanding of environmental issues and an interest in the green and educational objectives that Timespan seeks to deliver

- At least 2 years of relevant experience (this could be campaigning, community work, policy or project management)
- Ability to understand environmental and food policy and identify areas to push for change.
- An understanding of food equity and justice issues and how this relates to our local Highland context
- The ability to work both on own initiative and as part of a team.
- Experience of coordinating events
- Experience of volunteer coordination
- Experience of web editing and use of social media
- An enthusiastic, inclusive and friendly approach to working with people and communities

Desirable:

- Experience of managing grant-funded projects
- Experience of event marketing and production of promotional materials for a wide range of audiences
- Ability to drive a minibus, or willing to learn

Application:

Please submit a cover letter and CV as a single PDF with “Food and Green Community Coordinator” in the subject line to: Sadie Young, Timespan’s Director; sadie@timespan.org.uk

- Your **cover letter** should outline what interests you about this opportunity and what you would bring to the role
- An up-to-date **CV** demonstrating relevant experience to date.

The deadline for applications is **Sunday 5th May**

www.timespan.org.uk

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