

Job Description

Cooking Tutor

This post is initially funded for 3 months

Cyrenians is an award winning charity dedicated to enabling people facing tough times to improve their situation and move to a better future.

Having started in 1968, our work now directly benefits over 3,000 people a year across the Lothians, Edinburgh and Falkirk; but wider benefits go far beyond this level. Our mission is also to reduce the causes of disadvantage by raising awareness, lobbying for better laws and policies and demonstrating in practice the social advantages of inclusion and sustainability.

The charity also has an environmental brief, seeing the connection between valuing people and valuing our planet as part of the solution to a sustainable and happy future for society.

Cyrenians has around 100 employees and twice as many regular volunteers spread across three departments: Prevention Services, People & Change Services and Social Enterprise.

1 General

Within our Social Enterprises, Cyrenians operates the Good Food Programme.

The Good Food Programme includes four distinct but interactive strands that work together in achieving overall aims of the programme. Each service offers a refreshing and innovative approach to tackling ill health and poor nutrition.

The aims of the Programme are:

Cooking Classes – The Cooking class model created to improve and maintain good health has helped many people moving into their own tenancies who have no basic cooking skills. The classes, which we have developed to include additional programmes of activity, have inspired people to eat well on a budget, and to enjoy the social benefits good food can bring.

Food Redistribution (FareShare) – the food redistribution Project collects surplus produce from supermarkets and retailers that would otherwise end up in landfill. Over 9 tonnes of food is delivered each week to over 40 homelessness organisations in Edinburgh and West Lothian.

Trainee and Volunteer Programme – provides training and volunteering opportunities for all sections of the community. Local business representatives work alongside individuals accessing training and work experience and taking their first steps away from a life on the street. Good Food provides training and placement opportunities giving the skills and confidence needed for people to take their first steps back into society and take steps towards employment or further education.

Improving Provision and Practice – A programme has been developed to share our learning with other projects working with people who are experiencing homelessness and social exclusion. A handbook has been produced as a resource for projects seeking to improve awareness of healthy eating and teach basic cooking skills.

REHIS Training (Royal Environmental Institute of Scotland) – as part of our social enterprise development the project delivers a range of accredited training, including food health and hygiene.

Further details about both Cyrenians Good Food Programme and FareShare can be found at <http://cyrenians.scot/community-and-food/> and www.fareshare.org.uk

Main outcome expected from this appointment:

This post is a result of agreed funding from City of Edinburgh Council to provide a training service around **Food Preparation and Budgeting Skills** based on the delivery of outcomes. This project is aimed at people who have a very basic level of knowledge in food preparation and cooking, meal planning and budgeting. The classes will support people in making healthier food choices and develop and increase their skills and confidence in buying ingredients on a limited food budget and preparing and cooking meals to allow them to live more independently.

The Cooking Tutor will be a member of our Good Food team based at our depot in Jane Street, Edinburgh. The person appointed will work closely with the Food and Health Coordinator who has direct responsibility for the delivery of the contract.

The key objectives of the post are:

- To deliver the project within the terms of the contract.
- To deliver cooking and food budgeting classes to a range of participants who access our services through a referral system.
- To conduct a short interview with each participant prior to timetabling individuals into weekly classes.
- To assess participants in relation to the criteria of the outcomes to be achieved under the terms of the contract.
- To assist in the managing of volunteer cooking class assistants who support class delivery.
- Gather and present evidence of the impact of the work.

2 Tasks and Responsibilities

- Ensure the provision of services to achieve the outcomes required for the delivery of the contract.
- Set up, deliver and set down cooking classes, within our training kitchen, working to a planned and structured programme, incorporating food hygiene and safety, meal planning, food budgeting and shopping.
- Source and gather ingredients required for cooking classes and uphold good food practices when clearing and tidying up after each class
- Safe storage of food and control of stock.
- Organise recruitment of participants through referral system, conducting short induction interviews and allocating places within weekly class timetable.
- Maintain appropriate records.
- Monitor and assess progression of cooking class participants relating criteria of outcomes to the terms of the contract.
- Facilitate the social aspects of sharing the cooked meal with the class
- Coordinate and encourage volunteer cooking assistants and assist in the recruitment of new cooking volunteers.
- Contribute to the development of existing practical activities and resources for the client group e.g. recipes, meal planning activities.
- Accurately record and compile statistics feeding into internal and external monitoring systems and assisting with the production of reports as required.
- Evaluation of work and reporting on outcomes to demonstrate impact of work.
- Use time effectively and efficiently.
- Implement Health and Safety requirements, policies and procedures and ensure systems are adhered to and reviewed as appropriate.
- Maintain and help develop positive working relationships with outside agencies, partners and funders associated with Cyrenians and the Good Food Programme.
- Contribute flexibility and professionally to the general well-being of the Charity and assist in promoting the work of Cyrenians.
- Make a contribution to the overall work of Cyrenians in conveying a caring, professional image to all service users and stakeholders.
- Participate in staff meetings, training and supervision.
- Willing to be flexible to fulfil the requirements of the Cooking Tutor position. Being a charity resources are always limited and all staff are asked to be flexible in covering for colleagues and to be resourceful in engaging the help of others.
- Contribute to the development of the social enterprise activities within the Good Food Programme.
- Undertake other duties as requested by the Food Education Manager; Food and Health Coordinator or Cyrenians Chief Executive.

3 Person Specification

Skills and Experience

Practical experience and able to demonstrate the delivery of group cooking sessions	Essential
Good interpersonal skills and the ability to engage with people and build skills and confidence	Essential
Ability to work with a range of individuals including those with complex needs	Essential
Knowledge of healthy eating guidelines and food hygiene legislation	Highly desirable
Proven ability to maintain relationships and work with a range of agencies and volunteers	Essential
Experience of assessing skills and matching to a level of criteria	Desirable
Excellent verbal and written communication skills	Essential
Experience of monitoring, evaluating and reporting to demonstrate impact of work	Essential
Knowledge of organisations that provide support for vulnerable individuals and groups	Desirable
Good knowledge of IT Skills	Essential

Training and qualifications

REHIS (Royal Environmental Health Institute of Scotland) Elementary Food Hygiene Certificate or equivalent	Essential
Professional training qualification	Desirable

Values and attributes

Conscientious, practical, committed and hard working	Essential
Dynamic, enthusiastic and engages well with people	Essential
Excellent planning and organisational skills	Essential
Patient and respectful of all people, whatever their background or presenting behaviour	Essential
Ability to work on own initiative	Essential
Ability to deliver to set timescales	Essential
Positive and creative approach to problem solving	Essential
Committed to learning and developing new knowledge and skills	Essential
Able to cope with stress and be supportive of colleagues going through change	Essential
Ability to work autonomously within charity's systems and ethos	Essential

4 Terms & Conditions

<u>Employer:</u>	Cyrenians
<u>Accountability:</u>	Board of Trustees (via Cyrenians Chief Executive)
<u>Line Manager:</u>	Food and Health Coordinator
<u>Liaison with:</u>	Food Education Manager, Good Food team, Head of Enterprise, stake holders and agencies, food industry, voluntary sector as needed
<u>Workplace:</u>	Edinburgh-based (Cyrenians Good Food Programme, Jane St)
<u>Working Hours:</u>	24 hrs per week (Mon - Thurs)
<u>Annual Leave:</u>	25 days plus 10 public holidays, pro rata
<u>Salary scale:</u>	SCP20–24 (£20,291 - £22,689) pro rata
<u>Starting salary:</u>	£20,291 pro rata. This equates to a pro rata salary of £13,161 for a 24 hour week at SCP20
<u>Pension:</u>	Auto-enrolment into Qualifying Workplace Pension Scheme (QWPS) which is a Group Stakeholder Pension Scheme – current contributions being 1% employee and 1% employer. Option of enhanced Employer contributions to the same QWPS of 6% initially, rising to 9% after 2 years and 12% after 5 years (subject to employee contributions of 6%).
<u>Disclosure:</u>	PVG membership required
<u>Funding:</u>	This role is initially funded for 3 months

5 Application Deadline and Interview Dates

<u>Closing date:</u>	19 th June 2017
<u>Interview date:</u>	week beginning 26 th June 2017
<u>Stage 2 date:</u>	to be confirmed

Please refer to our Recruitment Information PDF for further guidance on completing and submitting your application form.

Further information www.cyrenians.scot