

## Job Description

# Pantry Coordinator

**This is a new post, fixed term contract for 6 months**

For 50 years, Cyrenians (a Scottish Charitable Incorporated Organisation (SCIO), registered charity number SC011052) has served those on the edge; working with the homeless and vulnerable to transform their lives.

Our Vision is an inclusive society in which we all have the opportunities to live valued and fulfilled lives. We work to make that vision a reality through our Mission to support people excluded from family, home, work or community on their life journey.

We aim to offer consistently excellent service across all locations and in all our activities. Our way of working is built on our four core values:

**Compassion:** We believe that everyone should have the chance to change, no matter how long that might take.

**Respect:** We believe in tolerance, acceptance, valuing diversity and treating each other as equals.

**Integrity:** We are committed to the highest quality of work, grounded in honesty, generosity, sincerity and professionalism.

**Innovation:** We are willing to take risks, challenge convention and be very creative in our search for new ways of working, in particular by taking account of the environmental impact of our decisions.

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## 1 General

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FareShare is the UK's largest charity fighting hunger and food waste. Through their redistribution centres in Aberdeen, Dundee, Glasgow and Edinburgh they redistribute surplus food to frontline charities and community groups.

Cyrenians runs the Edinburgh FareShare operation from our Good Food depot in Leith - this covers Central and South East Scotland.

Cyrenians has received funding from the Scottish Government to trial a Pantry Model within 8 of our Community Cook Clubs – this is a 'pop up shop' enabling people living in food poverty to access a range of healthy food.

The concept and rollout of Cyrenians Community Cook Clubs started early 2017 in response to the need for more dignified solutions to food poverty and isolation. The clubs in the main are situated in SIMD areas across Edinburgh and the Borders. The premise is that club provides a format for local people to come together, cook and eat a shared meal as a community. Social activities take place around the clubs as well opportunities to take away meals. We have had incredible feedback from these clubs over the months with great community engagement. Many people have been lifted out of isolation, are learning to cook, are engaging beyond their local communities and are experiencing greater stability and meaning in their lives.

To date we have established 18 community cook clubs, several of which are now run by volunteer groups and do not require our direct involvement.

Membership of the pantries will be made available to the Cook Club attendees. We estimate that 15-30 people per Club would access the Pantry so this should have a reach of 120-240 over the pilot period.

The Pantry Model will be delivered by the Pantry Coordinator who will visit each of the Clubs on a fortnightly basis delivering and managing the pantries. They will be responsible for setting up the Pantry system which will ensure dignified access to emergency food provision as well as the administration associated with membership.

This new post will take the lead on: developing and delivering the pantry model, working with existing community cook clubs and engaging with community members.

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## **2 Tasks and Responsibilities**

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Main duties:

- Work with FareShare staff to manage the ordering and distribution of food product to each pantry
- Engage with existing Community Cook clubs (and other groups), to encourage their involvement in the project.
- Act as first point of contact for enquires about the scheme.
- Set up and facilitate a pantry within each Cook Club
- Deliver food, supplied by the FareShare Depot, to each pantry
- Establish membership paperwork and process for participants
- Develop marketing materials and promote Clubs
- Gather feedback from members and ensure this is acted upon regularly with changes to processes as possible
- Meet or exceed Scottish Government targets.
- To provide reports that demonstrate the social impact of the work.
- Work with colleagues and FareShare staff to resolve any issues that may arise.

Additional duties:

- To adhere to all Cyrenians policies and procedures; in particular to adhere to and promote good practice regarding i) volunteers ii) confidentiality and data protection; iii) all aspects of Health & Safety; and iv) equality of opportunity.
- Promote the work of Cyrenians, conveying a caring, professional image to all service users and stakeholders.
- Be flexible to fulfil the requirements of this position.
- Be willing to cover for colleagues where appropriate, and be resourceful in engaging the help of others when required.

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## **3 Person Specification**

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**Skills / Experience / Knowledge**

Experience of community engagement with third party stakeholders in building good working relations	Essential
Self-motivated with excellent planning and organisational skills	Essential
Good interpersonal skills and the ability to engage with people to build skills and confidence	Essential

Knowledge of the issues around food poverty	Desirable
Ability to work with a range of individuals including those with complex needs	Essential
Experience of managing small teams of volunteers / staff	Essential
Excellent verbal and written communication skills	Essential
Experience of monitoring, evaluating and reporting to demonstrate impact of work	Desirable
Knowledge of organisations that provide support for vulnerable individuals and groups	Desirable
Good knowledge of IT Skills	Desirable
Current driving licence (access to own car is desirable)	Essential
Hold a current REHIS food hygiene certificate	Desirable

### Values and attributes

Conscientious, practical, committed and hard working	Essential
Dynamic, enthusiastic and engages well with people	Essential
Good team player but able to work on own initiative	Essential
Positive and creative approach to problem solving	Essential
Ability to deliver to set timescales	Essential
Patient and respectful of all people, whatever their background or presenting behaviour	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
Willing to be flexible to fulfil the requirements of the role	Essential

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## 4 Terms & Conditions

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Employer:	Cyrenians
Accountability:	Cyrenian Board of Trustees (via the Chief Executive of Cyrenians)
Line Manager:	Cyrenians Fareshare Service Manager
Reporting:	Report against work plan at regular support and supervision meetings
Liaison with:	Enterprise managers, staff and volunteers; Other Cyrenians staff; external stake holders incl. Fareshare
Workplace:	Edinburgh-based: Jane Street, Leith
Working Hours:	Part time – 21 hours per week
Annual Leave:	25 days plus 10 public holidays (pro rata)
Salary:	£20,798 (pro rata) – salary scale point 20. This equates to a pro rata salary of £11,804 for a 21 hour week
Pension:	Auto enrolment into Qualifying Workplace Pension Scheme (QWPS) which is a Group Stakeholder Pension Scheme – current contributions being 3% employee and 2% 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%)

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Disclosure:

PVG membership is required

Duration:

This post is initially funded for a six month period

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## **5 Application Deadline and Interview Dates**

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Closing date:

12 noon on Monday 11<sup>th</sup> March 2019

Interview date:

Week commencing 18<sup>th</sup> March 2019

Stage 2 date:

Week commencing 25<sup>th</sup> March 2019

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

[www.cyrenians.scot](http://www.cyrenians.scot)