



Creating a network of local food production in the Scottish Borders
visit www.abundantborders.org.uk contact robin@abundantborders.org.uk

Role: Project Coordinator
Salary: £18,200 pro rata for 21 hours per week
Fixed term to March 2021 & continued subject to funding
Closing: Friday 7th February 2019

Supported by
National Lottery Community Fund



At Abundant Borders we believe that everyone, regardless of their personal circumstances, has the right to healthy food and that everyone should be valued and supported within their community. We are working to create a network of community food gardens across the Scottish Borders and we support individuals and communities in a wide-range of food projects, food gardens, training courses, cooking classes, workshops and social activities.

Supported by the National Lottery Community Fund, we are looking to recruit an enthusiastic, caring individual to support the Chief Officers in delivering these projects across Berwickshire. The Project Co-ordinator will support all three strands of our programmes:

1. Growing Together

Supporting volunteers at the established gardens in Ayton and Eyemouth and working with the Chief Officer to develop new spaces and new volunteering opportunities in Duns and Coldingham. The gardens grow food for the volunteers with surplus supporting a range of community food initiatives across Berwickshire.

2. Cooking Together

Supporting the Chief Officer in delivering courses in basic cooking skills and workshops. The focus is on healthy, affordable food using fresh, local ingredients. We aim to support and empower participants of all ages and abilities to make more positive food choices.

3. Eating Together

Supporting a growing network of social food activities, including soup clubs and social lunches. Eating together is a great way to tackle social isolation, build individual confidence and bring communities together. The Project Coordinator will work with the Chief Officers to ensure a positive and rewarding experience for the volunteers who give their time to support these activities.

We expect that the successful candidate will have excellent communication, organisational, and volunteer management skills and be an energetic, caring person who is as committed to empowering people and building communities in Berwickshire as we are.

Closing date: 5pm Wednesday 7th February

Interviews: 17th or 18th February

For further information about Abundant Borders, please visit our website at www.abundantborders.org.uk

For more information about the role: please contact robin@abundantborders.org.uk

To apply: please apply in writing, with cv to karen@abundantborders.org.uk

JOB DESCRIPTION

Project Co-ordinator, Berwickshire

Responsible to: Joint Chief Officers

Responsible for: Project Support

Job Purpose

The role of the Project Co-ordinator is to work with the Joint Chief Officers to support community food initiatives across Berwickshire

Key Responsibilities

- Manage the community food gardens to sustainably produce food for sharing with community growers and with wider food initiatives
- Provide regular progress reports for Chief Officers
- Engage with local groups to encourage the recruitment of volunteers to work in the Community Food Gardens
- Organise profile-raising events to attract volunteers and visitors into the Community Food Gardens
- Provide induction and training for new volunteers and ensure there is appropriate support and training for existing volunteers
- Maintain database of garden volunteers and undertake any other administrative duties
- Support the delivery of training courses and workshops
- Support the delivery of social food activities, such as social lunches
- Manage the reimbursement of volunteer expenses
- Work with the Chief Officers to generate appropriate volunteering opportunities based on the needs of the organisation

Conditions

- The performance of the job requires a flexible approach to the work and some evening and weekend work
- Travel expenses will be paid, on approval from Chief Officers
- Holiday entitlement – 25 annual days pro rata (five of which must be taken during the Christmas/New Year holiday) plus ten public holidays
- Salary: £18,200 pro rata for 21 hours per week (£910 per calendar month)
- This role is fixed term to March 2021 and continued subject to funding

January 2020