

JOB DESCRIPTION



THE FOOD NEWCASTLE PARTNERSHIP (FNP) IS PART OF THE SUSTAINABLE FOOD PLACES NETWORK (SUSTAINABLEFOODPLACES.ORG), SUPPORTING THE DEVELOPMENT OF A SUSTAINABLE FOOD APPROACH AND CONTRIBUTING TO A NATIONAL GOOD FOOD MOVEMENT.

The FNP is a network of local public agencies, businesses, academics, NGOs and individuals, who recognise the key role food can play in dealing with some of today's most pressing social, economic and environmental challenges.

The partnership is taking a strategic and collaborative approach in transforming our food culture and food system; through the delivery of our local framework – the Newcastle Good Food Plan.

At its heart, the Coordinator role is focused on engaging our stakeholders to help grow the joint vision for our city and turn the Newcastle Good Food Plan into reality.

Following our Sustainable Food Places Bronze award last year, the Coordinator will continue to build our food-centred partnership and coordinate our bid for Sustainable Food Places Silver award status.

MAIN DUTIES

- Coordinate FNP by convening stakeholders, enabling and facilitating engagement and networking opportunities to build public awareness, active food citizenship and a local good food movement.
- Coordinate the continued development and delivery of the city's strategic 3 year sustainable food action plan; the Newcastle Good Food Plan.
- Ensure the Newcastle Good Food Plan is delivered across all of the 6 themes by encouraging active participation from local partners and sectors.
- Develop and maintain knowledge of the Sustainable Food Places framework of the 6 key issues:
 - Diet-related ill health and access to food
 - Good food for all – tackling food poverty
 - Building community food knowledge, skills, resources and projects
 - Strengthen the local sustainable food economy
 - Transforming catering and food procurement
 - Environmental sustainability – reducing waste and the ecological footprint of the food system.
- Manage the Newcastle Community Food Grant - a small grant scheme that provides local organisations with an opportunity to run food-related projects. Promote grant opportunities, liaise with the grant panel, select successful applicants, support with evaluation framework and disseminate project evaluation.
- Develop a communications and marketing strategy to promote and extend the reach of Food Newcastle through effective press, broadcast and social media.
- Coordinate recruitment of new signatories to the Newcastle Food Charter and oversee on-going engagement with all existing signatories.
- Work with the Food Newcastle Partnership Group to identify and pursue opportunities for securing additional funds.
- Coordinate the development of a monitoring and evaluation framework that records the work of the wider partnership in order to contribute to the application for Newcastle's Sustainable Food Places Silver Award.
- Coordinate partnership wide networking events locally, and collaborate with partners to support regional and national events through the Sustainable Food Places programme e.g. sharing local learning and good practice.
- Responsible for the monitoring, evaluation and reporting of Food Newcastle ensuring all contractual outputs and outcomes are met.

This job description is not intended to be exhaustive but to indicate the main responsibilities of the post. Other duties may be required.

