

Food Newcastle Partnership Co-ordinator

PERSON SPECIFICATION



THE FOOD NEWCASTLE PARTNERSHIP COORDINATOR REQUIRES MOTIVATION AND FLEXIBILITY; WORKING TO ENABLE THE PARTNERSHIP TO DEVELOP TO ITS FULL POTENTIAL.

You will need to have a big picture approach and be able to identify opportunities for the development of the programme both locally and nationally.

You will be committed to the principles of Food Newcastle and the Sustainable Food Places network and be enthusiastic about its aims and values.

You will have excellent communication and interpersonal skills and bring a high level of professionalism to the role. You will be well organised, a self-starter and able to work independently but also keep a close working relationship with a range of partners both locally and nationally.

QUALIFICATIONS

Relevant degree (or equivalent) in food, business, sustainable development or planning.

WORK EXPERIENCE

Minimum of 3 years relevant work experience.

EXPERIENCE / KNOWLEDGE

Essential

- Delivery of partnership/project coordination and completion demonstrating experience of working strategically.
- Experience of professional working as a relationship builder within all levels of public, voluntary and community sector and private sector environments; and knowledge of the issues and needs of these sectors.
- Demonstrable knowledge and understanding of sustainable food, health issues and policies.
- Experience of communicating complex issues to diverse stakeholders (verbal, written and presentational).
- Ability to identify potential links and synergies between sustainable food and local strategic/policy frameworks.
- Experience of coordinating a variety of events/conferences at all levels.
- Knowledge of one or more: public procurement, public health, food production, food supply chain logistics, food waste management, local food economy.
- Experience of monitoring, evaluation and data collection.

Desirable

- Experience of coordinating and/or delivering projects in food and/or health.
- Experience of managing a small grant scheme.
- Awareness of the national and international issues impacting on sustainable food systems and an interest in the subject as a whole.
- Experience of successful bid/strategy writing and tendering.
- Experience of dealing with local and national press using all media channels and communication networks.

ESSENTIAL SKILLS

- Ability to communicate clearly and succinctly, verbal and written.
- Effective communicator with people and groups from diverse backgrounds.
- Excellent ambassadorial and interpersonal skills – the ability to inspire people in to action.
- Demonstrable project coordination, organisational and administrative skills.
- Confident in the use of IT systems and social media skills
- Confident in marketing methods to effectively promote the work.
- Experience of web design and maintenance.

Frequent travel will be required on a local and regional level, with occasional national travel. A driving licence would be an advantage.

