

Job Description - FareShare Sussex Training Coordinator (part-time)

Job title:	Training Coordinator
Reports to:	Development Manager
Responsible for:	Volunteers
Location:	Moulsecoomb, Brighton
Hours:	22.5 hours per week (0.6 FTE)
Length of contract:	3 years (with potential to extend, subject to funding)
Salary:	£20K (FTE), or £12,000 (actual)

About FareShare Sussex

FareShare is a national charity fighting food poverty and tackling food waste by redistributing surplus from the food industry to community groups and charities across the UK. Based in Moulsecoomb, Brighton, FareShare Sussex is one of 21 Regional Centres that operate locally to ensure food that would otherwise go to waste is being used positively to support people that need it most. We currently deliver over 40 tonnes of food a month to over 100 groups and charities including homeless shelters, food banks, children's centres and lunch clubs.

We provide support and development opportunities to our volunteers, many of whom are vulnerable. Last financial year 27 of our volunteers secured paid employment. We are now looking to build on this success by developing a formalised training and support programme.

FareShare Sussex is one of 9 delivery partners in a European Interreg 2 Seas funded project called FLAVOUR (<https://www.interreg2seas.eu/en/FLAVOUR>). The project involves Belgian and French partner organisations and Dutch observer partners.

City Gate Community Projects (registered charity 1093245) is the delivery partner and franchise holder for FareShare Sussex.

Main purpose of this role

This is an exciting opportunity to develop and deliver our employability programme and to make a real difference by helping people to reach their potential. Working closely with colleagues in other FareShare regional centres that are already delivering employability programmes and liaising with our Flavour project partners, you will develop a clear training offer that helps job seekers into employment. This is likely to involve the following activities:

- Work with colleagues and project partners to develop, test and implement the organisation's training programme
- Undertake research around local needs and consult with job seekers
- Work with the Volunteer Coordinator to maintain and develop relationships with organisations and statutory agencies that signpost job seekers to our service
- Develop relationships with new and existing food retailers and other employers to better understand opportunities within the food sector and beyond
- Work with colleagues to market the programme and recruit trainees
- Oversee accreditation systems and processes where applicable
- Develop a directory of job roles and define clear pathways to employment

Duties and responsibilities

- Working closely with the Volunteer Coordinator, develop progress plans for job seeking volunteers
- Provide coaching and mentoring support
- Keep accurate records and in order to be able to contribute to monitoring and evaluation and impact reports

- Participate in Flavour project meetings in the UK and in Belgium and France
- Undertake communications pertinent to the role (speaking at events, contributing to newsletters and social media posts etc)
- Undertake training relevant to the role

Person specification

Essential experience, skills and attitudes

- Experience of teaching / coaching / delivering training
- Ability to plan, multi-task and manage your time effectively
- Excellent written and verbal communication skills, including presentation skills
- IT literacy including word processing and database use
- Willingness to work flexibly
- Ability to travel within Europe (one or two meetings in total)
- A commitment to Equal Opportunities and inclusivity
- To subscribe to the ethos, vision and mission of the organisation

Desirable experience, skills and abilities

- Trainer qualification
- Working with people with diverse needs
- Full clean driving licence

Safeguarding statement

FareShare Sussex is committed to safeguarding and protecting the adults that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have policies and procedures in place which promote safeguarding and a safe working environment.

Application Process

Please complete the application and equal opportunities form and return to recruitment@faresharesussex.org.uk before **8am Wednesday 19th June**. Interviews will be held on Monday 1st July.

For an informal chat about the role, please contact Development Manager Rachel Carless on 01273 671 111 (Option 3).

Further information about FareShare Sussex can be found online at faresharesussex.org.uk.

The application pack can be accessed via <http://faresharesussex.org.uk/latest-news/>.