



## Job Description

### **Eastwood Community Warm Bank Co-ordinator (Part-time)**

**Fixed Term until 31st March 2025**

**Salary: £15.18 per hour**

**Start date: Week commencing 13th January 2025**

**Reporting to: Operations Manager**

**Location:** The role will be mainly based in Eastwood with occasional work, possibly during the training period, in Beeston. With this in mind, having access to a car would be useful and mileage will be supported.

**Hours : 5-10 hours / week including training.**

This role is initially 10 hrs/week to enable specific training to be completed. Once training is complete, base hours of 5/week will commence, where the applicant will be expected to deliver the session, plan and also promote it (online and within the community).

Delivery of the session will be on a weekday (ideally Monday, but we're open to discussing this), and will generally be delivered between the hours of 3.30pm and 6.30pm. Planning hours are flexible (and can be worked from home or at our Beeston Hub) - these can be agreed with the Operations Manager.

**Requirements:** The postholder must have or be willing to work towards:

- City & Guilds Level 3 Energy Awareness or equivalent energy advice and guidance qualification
- Food Hygiene Level 2, and
- Must have passed or have confidence that they will pass a DBS check

We will cover and pay all training and DBS costs, allocation of 5 hrs / week will be for study time - hence the position being up to 9.5 hrs / week until training is complete.

### **The Role**

The role of the Community Warm Bank Food Co-ordinator will include but not be limited to being responsible for supporting and organising volunteers and providing

excellent quality healthy meals to all our guests and opportunities for our guests to build friendship, peer support networks and take part in fun activities.

The sessions will be open to all people including families, the elderly and those with protected characteristics so the role holder must have a strong commitment to the principles of equality and diversity and be open to bringing people together from different backgrounds.

### **Key responsibilities**

Planning a weekly menu each week and working with our Operations Manager to purchase ingredients at a competitive price and to a budget.

Preparing or supervising meal preparations with volunteers and serving hot and cold drinks always following food hygiene rules and legislation.

Oversee and support volunteers ensuring safe operation of kitchen equipment and utensils, always adhering to the organisations Health and Safety Policy.

Planning a programme of activities in conjunction with attendees and personally delivering or organising a facilitator to deliver the fun activity each week.

Be the central point for Energy Advice (as discussed previously you will complete a specific qualification for this).

Keeping our activity boxes in a safe, clean and organised fashion and ensuring stock levels in each box remain sufficient. There is also a need to keep records of the contents of each box and for each box to visually adopt a traffic light system safety system, this is to ensure all volunteers are extra vigilant with certain boxes.

Organising effective monitoring of the project e.g. questionnaires and feedback from guests to support successful grant applications in the future.

Keeping good records of guests registration and attendance.

Providing advice and guidance and support to our guests where needed in respect of staying warm and managing a budget/ accessing further guidance.

Providing access to our warm bank items and keeping records of what has been distributed and to whom.

Raising any safeguarding / incidents to the safeguarding team.

Undertaking and training as required some of which may take place in our Beeston offices.

Occasionally getting involved in box and equipment audits.

Preparing a health and safety plan for each session to include the activity and meal, and recording events/ deviation from plans.

Taking photos at sessions (with volunteer and attendee consent) to share on socials to help to further promote these sessions.

### **Person Specification**

Local knowledge of the Eastwood community

Experience of cooking and serving good quality food

Understanding procedures for food safety, storage, and control.

Has (or willing to) complete Food Safety and Hygiene Certificate level 2.

Excellent interpersonal skills.

Good organisational skills.

Strong commitment to the principles of equality and diversity.

Level 3 City & Guilds energy awareness / advice and guidance or equivalent qualification/ experience or willingness to study and complete the qualification).

Ability to work collaboratively with guests to design an exciting and fun programme of activities for each session.

Good record keeping skills.

### **Broxtowe Community Project's vision:**

We are a local charity with an office based in Beeston but working across the whole of the borough of Broxtowe. Our key mission is to ensure no one in Broxtowe is hungry, cold or isolated because of the various drivers of poverty and social exclusion.

Our Community Warm Space and Meal (branded as Neighbourhood Get Togethers) will provide a warm, friendly meeting place each week across the winter, in Eastwood.

Attendees will receive a hot drink and a free meal, in addition, a different activity will run every session, to be enjoyed by children and adults. Whilst at the session attendees will be able to access advice on staying warm and be given items to support this. Members will also be able to access signposting, advice and guidance and access to our other projects such as our foodbank and social supermarket. The warm bank will provide other community benefits such as reduced social isolation and volunteer skills development.

### **How to Apply**

Please submit your CV and cover letter outlining why you think you would be suitable for this post to: [broxtowe.cp.recruitment@gmail.com](mailto:broxtowe.cp.recruitment@gmail.com).

If you have any questions about the role please contact Alison Mcguire (Ops Manager) at [bcp.foodbank@gmail.com](mailto:bcp.foodbank@gmail.com)

### **Deadline**

The deadline for submitting your CV and cover letter is **Tuesday 31st December 2025 at 5pm**. We are hoping to have somebody in post to **start the week commencing 13th January 2025**. (The first session will be planned for you, and you will be fully supported by the Operations Manager at the session).

### **Find us online**

[www.broxtoweprojects.org](http://www.broxtoweprojects.org)

### **Facebook:**

**@broxtowecommunityprojectsCIO (new)**