

LESS CIC

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Registered Company no 6181400.

Company registered address: The Storey, Meeting House Lane,
Lancaster, LA1 1TH

September 2021

Dear candidate,

Thank you for downloading the Application Pack for the current freelance contract at LESS for FoodFutures. Contained within this document are instructions on how to apply, a role description and information about the role, including a person specification.

LESS is a Community Interest Company, set up in March 2007 to:

1. Inform and educate people and organisations about sustainable lifestyles.
2. Promote and provide sustainable solutions.
3. Act as local agents for suppliers of products, systems and services for sustainable living.

As a Community Interest Company, LESS is a not-for-profit organisation.

As part of its work, LESS sits on the FoodFutures partnership and currently employs North Lancashire's FoodFutures coordinator.

This freelance contract is home based with options for being office-based in Lancaster.

Background to FoodFutures

FoodFutures is North Lancashire's award-winning regional food partnership that is working to build a collaborative community of practitioners, policy makers and researchers working on food matters in the local area. It is made up of representatives from the local farming community, local food businesses, the public sector, Lancaster City and County Council, NGOs, community food groups and our local academic institutions, including Lancaster University (LU).

In 2019 the partnership was awarded a Bronze Award from the National Sustainable Food Cities (SFC) network (now known as Sustainable Food Places (SFP)) and has since been working towards a Silver Award.

Over the past year FoodFutures has facilitated a food strategy co-development process and has just launched 'Our FoodFutures: a community food strategy for North Lancashire': foodfutures.org.uk/food-strategy

This 'Healthy food and environment working group coordinator' will work alongside the FoodFutures coordinator and partnership on a freelance basis to increase the capacity of FoodFutures healthy food and environment working group - bringing

together key local stakeholders to collaboratively take forward the healthy food and environment strategic priorities as identified in 'Growing Our Food Futures: a community food strategy for North Lancashire: <https://foodfutures.org.uk/our-partnership/environment/>

More information about FoodFutures and LESS see www.foodfutures.org.uk

The timetable for this recruitment is as follows:

- Application closing date: Sunday 26th September 2021
- Short-listing: Week 27th September 2021
- Interviews: Afternoon of 4th October 2021
- Starting date: As soon as possible after 4th October

If you are short-listed for an interview, you will be notified by telephone and email.

There will be the possibility of flexibility in the times you work, but we expect for at least part of your hours to be worked on a Monday or Wednesday to coincide with the FoodFutures coordinator.

How to apply

To apply please email anna@lessuk.org with a cover letter (two pages maximum), your curriculum vitae (CV) and details of two referees by the 28th September 2021.

Please refer to the Role Description and Person Specification when writing your cover letter.

References

Please provide the names and contact details of two people who can provide references. One should be from your current or most recent employer:

Referee 1

Name:

Organisation:

Position in organisation:

Contact details email:

Contact details phone:

Relationship to you:

Referee 2

Name:

Organisation:
Position in organisation:
Contact details email:
Contact details phone:
Relationship to you:

Role description

Role title: Food Futures Funding Coordinator

Responsible to: FoodFutures Coordinator, LESS Directors

Salary: £13.50 an hour

Hours of work: Up to 8 hours per week.
A one year fixed term freelance contract.

Purpose of job: To work alongside the FoodFutures coordinator and partnership on a freelance basis to increase the capacity of FoodFutures healthy food and environment working group - bringing together key local stakeholders to collaboratively take forward the healthy food and environment strategic priorities as identified in 'Growing Our Food Futures: a community food strategy for North Lancashire: <https://foodfutures.org.uk/our-partnership/environment/>

Place of work: Home working with options to use a hot desk at the Storey Institute. The post may involve some travel within Lancashire and occasionally further afield.

Responsibilities:

- 1) Facilitate inclusive, transparent and effective healthy food and environment working group meetings - ensuring meetings run to time, have a clear agenda and purpose, are accurately minuted and are well attended.
- 2) Map and bring together key local stakeholders to collaboratively take forward the healthy food and environment strategic priorities as identified in 'Growing Our Food Futures: a community food strategy for North Lancashire: <https://foodfutures.org.uk/our-partnership/environment/>
- 3) Organise and host at least one networking event/skill share around opportunities for social prescribing in North Lancashire- using this as a basis to secure funding to pilot, evaluate and roll out social prescribing models that support local food projects and initiatives.

- 4) Work with the FoodFutures fundraising coordinator to identify key collaborative projects to fundraise for, including the ongoing coordination function of healthy food and environment working group.
- 5) Work with the FoodFutures coordinator to organise three other healthy food and environment themed events as identified in the strategy document.
- 6) Develop at least 4 North Lancashire based case studies that highlight good practice around sustainable and healthy food cultures – to be published on the FoodFutures website and to be adapted for local food columns and the THRIVE magazine.
- 7) Work with the foodfutures partnership coordinator and marketing coordinator, to develop a consistent and credible message of food sustainability within a North Lancashire context.
- 8) Support the FoodFutures partnership coordinator in monitoring and evaluating the effect of paid working group coordinator roles in driving forward the local food strategy.

Person Specification

Essential

- Experience of facilitating inclusive and effective meetings and events.
- Ability to prioritise and organise work, and to work without direct supervision.
- Ability to empathise with people and groups, to find out what their needs are and working out how these needs can be met.
- Good written and verbal communication skills.
- Ability to write for different audiences.
- Good computer skills, including email, word-processing, mailchimp, wordpress, survey monkey, excel, zoom, google documents, use of the internet etc.
- Experience of work with a diverse range of stakeholders.
- An awareness of environmental issues associated with food and why we should develop sustainable food economies.
- Experience of successful team working.
- Ability to work occasional evening and weekend days as required.
- An ability to follow all organisational policies and procedures.

Desirable Skills and Experience

- An awareness and interest in food sovereignty, alternative food models and economies.
- Experience of working with one or more of the following: farmers, procurement officers, caterers, food retailers, schools, the NHS, community groups, councillors, community food activists.
- Experience of flat governance models such as sociocracy.