



Job Title: Community Chef and Engagement Officer

Responsible to: Head of Community Projects

Hours p/wk: 37.5 hours; evening and weekend working essential

Salary: Dependent upon qualifications and experience circa £16 – 18K per annum

Closing Date: 12 o'clock Monday 7th September 2020

Pompey in the Community is seeking to appoint an enthusiastic, charismatic and dedicated chef to work in our Community Projects department. The key role of the Community Chef is to provide engaging, educational and safe community cooking and engagement sessions and numerous other linked activities and sessions, to target new participation, develop new partnerships and raise the positive profile of Pompey in the Community.

How to apply: Please send CV and cover letter addressed to Amanda Osman. Please email to amanda.osman@pompeyitc.org.uk or post/hand in to:
Amanda Osman, HR Officer, Pompey in the Community, Anson Road, Portsmouth, PO4 8TB

Please note that the job will be subject to satisfactory references and enhanced DBS check.

JOB DESCRIPTION: Community Chef and Engagement Officer

Hours will be flexible, as well as working during the day you will be required to work outside of normal office hours; at evenings, weekends and possible Bank Holidays. The role will also include working home match days, as required. This post is a full time one year Fixed Term contract.

Duties and Responsibilities

The post holder will be responsible and accountable for:

- Delivering cooking sessions in PitC's kitchen classroom – these may include cooking on a budget, engaging minority groups, healthy eating, Blue Kitchen (on-line cookery workshops) etc.
- Adhering to PITC's Safeguarding Children, Health & Safety, Food Hygiene and Equal Opportunities and all other policies at all times.
- To carry out routine checks on all kitchen equipment and to ensure equipment and all areas of the kitchen are safe and clean
- To ensure fridges and freezers are cleared weekly and that no food is stored beyond safe storage dates
- To link up and foster relationships with other charities and community organisations



- Ensure sure that your DBS check, Safeguarding Children, First Aid and any coaching certificates are kept up to date.
- Supporting coaches at disability sessions and other activities as required
- Engaging with older isolated adults to deliver on the key outcomes of PiTC's "Loneliness Project"; engaging those who have been adversely affected by the impact of Covid-19
- Supporting NCS cookery workshops and other NCS activities as required
- Willing to contribute to your own Professional Development by attending organised courses and finding your own courses where appropriate.
- Organising and supporting food donations and work with project coordinators and other agencies to ensure donations are maximally utilised
- Ensuring that all sessions are properly recorded and registers are properly maintained and returned promptly.
- To support catering at one-off events if required
- To actively build positive relationships with members of the local community, fans groups and match day attendees
- To adhere to PitC's monitoring and evaluation processes
- To participate in regular support and supervision meetings with your line manager including annual appraisals
- Any other duties as deemed appropriate by the Trustees.

General

To represent Pompey in the Community and Portsmouth Community Football Club in a professional manner at all times, regarding to uniform, presentation, personal hygiene, attitude, conduct and professionalism. To be able to work flexible and unsociable hours where the role of the job requires including evenings, weekends and all home match days

PERSON SPECIFICATION DESCRIPTION

Qualifications

Essential

FA Level 2 Food safety Certificate

Level 2 Coaching Award in chosen sport – this does not have to be football

In date Safeguarding certificate (or willingness to update ASAP)

In date First Aid certificate (or willingness to update ASAP)



Full UK Driving Licence, car owner and willingness to use own vehicle for work

Desirable:

FA Level 2 Coaching Award or Sport National Governing Body level 2 equivalent

Experience:

Experience of community cookery and working with young people including those with additional needs.

Experience of promoting and recruiting targeted participants onto activities and workshops

A proven ability to work under pressure to tight deadlines.

Examples of self-motivation and the ability to work on own initiative.

Excellent communication skills including written, telephone and interpersonal skills.

Proven planning and organisational skills.

Attitude to always strive to overachieve and continuously develop the programme and organisation. Excellent attention to detail. Commitment to undergo regular CPD

Competent with the use of IT and IT based systems.

Desirable

Experience of writing reports and coordinating a monitoring and evaluation system.

Experience of recruiting and working with volunteers and casual employees

Practical experience of managing information operating systems including monitoring, evaluation and quality assurance frameworks as social network mechanisms including websites.

Other Duties

- To comply with the requirements of the staff handbook.
- Work with Head of Community Projects, Head of NCS and Social Media Officer to ensure regular promotional posts and promote to local media.
- Assist the Chief Executive and Management Team in providing regular reports for the Trustees' Management Committee meetings
- Any other duties as deemed appropriate by the Trustees

Benefits of the job

Pompey in the Community is Portsmouth Football Club's affiliated charity and as such you will be working for a high profile organisation with the city. The organisation, alongside the club, have huge ambitions to really embed themselves in the local community. As a result it's a really exciting time to join Pompey, one of football's most iconic clubs.