



## St. Luke the Evangelist

### Scottish Episcopal Church

#### Job Description – Community Cook/ Co-ordinator

<b>Responsible to:</b>	The Vestry, St Luke's Scottish Episcopal Church, Glenrothes
<b>Salary:</b>	£22,000 per annum pro rata
<b>Hours of work:</b>	18 hours per week (Year 1); on a flexible basis to include some evenings and some weekends (to support community needs); 3 years fixed-term post
<b>Funding:</b>	The National Lottery Community Fund
<b>Office Base:</b>	St Luke's Scottish Episcopal Church, Auchmuty, Glenrothes
<b>Pension:</b>	The employee will be assessed under auto-enrolment pension legislation and if eligible, minimum contributions will be made.
<b>Annual Leave:</b>	25 days, plus public bank holidays pro rata
<b>Criminal Records Check:</b>	A Basic disclosure will be required

#### About us:

Peace 'n' Jam (PNJ) is an exciting new community project (activity) run by St Luke's Scottish Episcopal Church (St. Luke's) and funded by The National Lottery Community Fund\*. This has allowed for the refurbishment of our building to establish a community kitchen and social hub. Over the next three years, PNJ would like to use the power of food to bring people together.

Our newly designed and installed production /community kitchen, 'The Couthy' is next to our newly refurbished community space, 'The Gathering Hall'. The Scullery' (small kitchen) and 'The Haiver' (meeting room) are separated by a bi-fold door and provide additional flexible community space.

PNJ aspires to make a positive difference to the lives of people within the Auchmuty/Warout neighbourhoods and beyond; and to support community groups and charities working with people and within our community. We will do this by providing a variety of different ways for food to be a part of the community. We are currently working to establish a community larder/pantry & community fridge; and to offer a weekly community meal and gatherings. We also hire out our facilities for the use of the community, groups and individuals to deliver a range of projects, events and skills training. We want to make this a place that respects, appreciates and welcomes everybody.



**Job Role:**

The Community Cook/ Co-ordinator will have a key role in starting up, coordinating and growing our cooking and sharing of food with people from the community and beyond. You will be an energised individual with a passion for and experience of food and cooking. You will have experience of sharing skills, recipes, and techniques with others. You will have lots of thoughts and ideas about the community activities we plan and run and be willing to share your creativity with others. You will have the ability to grow our vision of a place where people are not afraid to come and sit and spend time; where people come together and build relationships. Some familiarity with community food initiatives would be helpful.

The postholder will take responsibility for the running of our production/community Kitchen ensuring food safety systems, stock control, equipment, kitchen use and kitchen hire are maintained to a high standard.

You will coordinate the sharing of food through our community larder/pantry & community fridge; and community meal and gatherings.

You will have experience of working alongside individuals, groups and members of the public from a range of backgrounds. With the support of the Community Development Worker, you will co-ordinate, recruit, train and support volunteers. Experience of working with volunteers would be an advantage.

You will be required to demonstrate excellent organisational and communication skills, work well in a team and use your own initiative too. You will also support the Community Development Worker to promote our activities on social media, and work with local partners.

**Specific Responsibilities**

- Coordinate and grow the sharing of food through activities and events that engage all of our community.
- Liaise with Community Development Worker and colleagues to agree initiatives and planning for activities.
- Responsible for systems and procedures that support the running of the kitchen in line with Environmental Health and Health and Safety regulations and maintain records.
- Maintain appropriate levels of stock, liaise with suppliers and make orders.
- Keep a log of stock received and stock issued, and use a simple reorder system.
- Work with colleagues to ensure the smooth running of events and initiatives by developing activity materials and information and promotional materials.
- Setting up and tidying community kitchen before and after activities.
- With support of the Community Development Worker, co-ordinate recruitment, training and retention of volunteers.
- Work with local partners to engage a wide range of groups and community organisations to promote participation in our/their activities.
- Attend local events and groups to promote the work of the project and evolving activities.
- Assist in the development and implementation of monitoring and evaluation systems and reporting.

**General responsibilities**

- To work as part of the Peace 'n' Jam team to promote and encourage participation in the evolving Auchmuty community groups, programmes and activities.
- To promote the values of Peace 'n' Jam when working in the local community.
- To comply fully with the organisation's ethos, policies and procedures and relevant legislation.
- To engage with our community in a way that empowers local people to take ownership of their community space and adopt sustainable behaviour changes.

- To work and communicate effectively with other team members (staff, sessional workers and volunteers) to achieve goals.
- To work constructively and effectively with partners, groups and organisations.
- To provide an excellent participant experience.
- To report on the success of allocated tasks.
- To attend and contribute to team meetings and training courses.
- To participate in ongoing supervision and appraisals.
- To undertake other duties in line with the job purpose.

This job description will be subject to review in the light of changing circumstances and may include any other duties and responsibilities as may be determined in consultation with the postholder. It is not intended to be rigid or inflexible but should be regarded as providing guidelines within which the individual works.

\* The full refurbishment of our building was also funded by Fife Environmental Trust, the Scottish Episcopal Church, Building Grants Fund and ourselves.

### **Person Specification: [Community Cook/ Co-ordinator](#)**

#### **Qualifications and experience**

- Experience of cooking in a kitchen environment (working or volunteering) to a professional standard.
- A passion for all tasks involving food and the ability to cook a wide variety of foods, always aiming for the highest standard.
- An appreciation and fascination for ingredients and motivated to mentor and share skills and knowledge with others
- Experience of overseeing resources and equipment.
- Ability to travel in the local area.
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#### **Knowledge**

- Knowledge of a range of cooking techniques and methods.
- Knowledge and understanding of working safely and food hygiene procedures.
- Knowledge and understanding of the benefits of sustainable food and waste reduction.
- Awareness of the community and voluntary sector.

#### **Skills**

- Excellent communication skills
- Experience of overseeing food activities and ability to adapt and invent.
- Experience of working independently and as part of a team.
- Patience, a good head for organisation and ability to concentrate on several things at once.
- Experience of coordinating projects and teams
- IT Skills including Microsoft Word and Excel.

## Desirable

### Qualifications and experience

- Qualified to SCQF Level 6/7 or equivalent or accredited training in Professional Cookery, or similar.
- Intermediate Food Hygiene
- Management of Risk in the Workplace
- Food Safety Management System for Caterers (based on Cooksafe)
- Emergency First Aid at Work.
- Experience of working with or within the community.
- Experience of the voluntary sector and working with volunteers.
- Interested in using food to help communities grow and thrive.

### Application Process

We welcome your interest in the Community Cook/ Co-ordinator role. Before completing and returning an application form, we ask that you read these guidelines fully.

Peace 'n' Jam is committed to equality, diversity and inclusion.

The Vestry will shortlist applications, considering only information that is relevant:

- what the job involves;
- what skills, qualities and experience a person will need to do it;
- employment history;
- education, training and qualifications.

We believe this approach ensures good practice recruitment with your application being considered on skills and experience, rather than on other information.

Please do not send your CV as this will not be accepted as a substitute for an application form.

If you need us to make certain changes (known as 'reasonable adjustments') to make sure you're not disadvantaged during the recruitment process, you should contact us as soon as possible. Email us at [enquires@stlukes-glenrothes.org](mailto:enquires@stlukes-glenrothes.org).

The Vestry is committed to safeguarding as an integral part of the activity of the charity. **You will need a Basic disclosure for this role.**

If you have any other questions about this opportunity, please call 01592 754206 (office) or 07858 594430 (Fr. Gerry Dillon) or email [enquires@stlukes-glenrothes.org](mailto:enquires@stlukes-glenrothes.org).

### Interview

Interviews are scheduled to take place mid/late July 2021 and may take place by Zoom. If you are selected for the interview, we will **write** to you to confirm the date, time and location of your interview. Due to practical constraints, receipt of application forms will not be acknowledged.

## Returning your application

Applications should be emailed to [enquires@stlukes-glenrothes.org](mailto:enquires@stlukes-glenrothes.org). Alternatively, applications can be posted to: Peace 'n' Jam, St. Luke's SEC, Ninian Quadrant, Glenrothes, Fife, KY7 4HP. All forms must be received by 12 noon on the closing date, **Monday, 12 July 2021**.

**Please note that applications received after the deadline will not be considered.**

## Equal and Diversity Statement

The Scottish Episcopal Church is diverse in its tradition, outlook and culture. Such diversity enriches the Church and is expressed in warm relationships of mutual respect for one another.

The Vestry of St. Luke's celebrates and welcomes diversity in our church and in society as a whole. Thus, we make every effort to promote equality, diversity and inclusion and eliminate discrimination.

Our Peace 'n' Jam project puts equality at the heart of its activity. We aspire to reflect the diversity of Scotland and make the most of the skills different people in our local community can bring to our project.

To support this, we seek to ensure that our recruitment and selection processes are fair and we do not discriminate against candidates. You will not be discriminated against for any of the following reasons:

- age
- gender reassignment
- being married or in a civil partnership
- being pregnant or on maternity leave
- disability
- race
- religion or belief
- sex
- sexual orientation

These are called protected characteristics.

You will not be treated less favourably based on whether you are, or are not, a trade union member or have caring responsibilities.

## Asking for reasonable adjustments

If you need us to make certain changes (known as 'reasonable adjustments') to make sure you're not disadvantaged during the recruitment process, you should contact us as soon as possible. Email us at [enquires@stlukes-glenrothes.org](mailto:enquires@stlukes-glenrothes.org).

## Safeguarding, Disclosure and Criminal Record Checks

The Vestry is committed to safeguarding as an integral part of the activity of the charity. We believe everyone who participates with church activities is responsible for promoting a safe place even where the role doesn't involve any direct contact with children or protected adults.

You may need a criminal record check from Disclosure Scotland if you're applying for paid or unpaid work, or volunteering.

Disclosure means sharing sensitive personal information. Disclosure Scotland checks and shares information about people's criminal records. This helps organisations to employ the right people for certain types of work, like working with children or protected adults.

The type of check to be used depends on the voluntary or paid work you're doing or the role you are carrying out.

### **You will need a Basic disclosure for this role.**

A basic disclosure is the most common and lowest level of disclosure available. It includes information on any '**unspent**' **convictions** the person has.



Under the Rehabilitation of Offenders Act 1974, some criminal convictions can be treated as 'spent' – meaning they're not relevant to basic disclosure – after a certain length of time. Spent convictions are not included on a basic disclosure.

The Vestry is committed to good practice recruitment. We do not request 'unspent' criminal record information during the initial application stage of recruitment. To this end, an applicant will be assessed on their skills and experience, rather than their background, **unless strictly relevant to the role.**

### **Data Protection**

The Data Protection Act 2018 controls how your personal information is used by us. Everyone responsible for using personal data has to follow strict rules called 'data protection principles.' Please read our [Privacy Policy](#), together with the privacy notice below, as it contains important information about how we collect, manage, use and protect your personal data.

### **Privacy Notice**

If you apply online for a position with our Peace 'n' Jam project, we will use the information you provide to assist in the recruitment selection process and as set out above. The Vestry, St Luke's may also seek additional information from other sources, for example, by using your references. References will only be taken up for applicants who are shortlisted for interview, or unless we ask your permission to do so.

Information provided on the application form and any information obtained from other sources will be retained in all cases in hard copy format and/or electronically securely and only for as long as is required for the purposes of:

- the administration of your application
- forming the basis of your employment records, if your application is successful
- discharging any legal or regulatory requirements
- contacting you in relation to your application (this could be by email, post or SMS)

By submitting your application online or by post you will be giving your consent to The Vestry, St Luke's to process your personal and sensitive personal data for the purposes explained above. Should you wish to withdraw your application, please contact [enquires@stlukes-glenrothes.org](mailto:enquires@stlukes-glenrothes.org).

Should you wish to see a copy of the information held by The Vestry, St Luke's which you have provided as part of your application for employment, this information will be provided within 30 days of receipt of your request. Any request should be made in writing to the Peace 'n' Jam, c/o 18 Sappi Road Glenrothes, Fife KY76ZJ or via email to [enquires@stlukes-glenrothes.org](mailto:enquires@stlukes-glenrothes.org).