



St. Luke the Evangelist

Scottish Episcopal Church

Job Description – **Community Pantry Development Worker**

Responsible to:	The Vestry, St Luke's Scottish Episcopal Church, Glenrothes
Salary:	£22,000 per annum pro rata
Hours of work:	9 hours per week on a flexible basis to include some evenings and some weekends (to support community needs); fixed-term post funded initially for 2 years.
Funding:	The National Lottery Community Fund
Office Base:	St Luke's Scottish Episcopal Church, Auchmuty, Glenrothes
Pension:	The employee will be assessed under auto-enrolment pension legislation and if eligible, minimum contributions will be made.
Annual Leave:	25 days, plus public bank holidays pro rata
Criminal Records Check:	A Basic disclosure will be required

About us:

This is an exciting opportunity to join the Peace 'n' Jam (PNJ) team, a community project run by St Luke's Scottish Episcopal Church in Glenrothes. Through funding from The National Lottery Community Fund* we have refurbished run down and tired spaces in our church building to establish a community kitchen – 'The Couthy' and social hub (flexible community space) – 'The Gathering Hall', 'The Scullery' (small kitchen) and 'The Haiver' (meeting room). Over the coming years, PNJ would like to use the power of food to bring people together.

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 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 Pantry Development Worker will have a key role in starting up, coordinating and growing our Community Pantry initiative; with support from the team. The post holder will then oversee the daily running and operational delivery of the Community Pantry using a “hands on” approach. This will include recruitment, induction, training, and support of volunteers. You will also assist in measuring the impact of the initiative and give information (evidence) to the team that can be used to shape our community activity.

You will have experience of community pantry’ activity and networks, and of working alongside individuals, groups and members of the public from a range of backgrounds .

You should have a willingness to work using your own initiative and as part of the team; and confidence to adapt and work under pressure.

The ideal candidate will have ability to grow our vision of a dignified response to food insecurity and passion for working with and within the community, be motivated by our vision and have the ability to demonstrate our values of dignity, respect and inclusion in the work that you do.

Specific Responsibilities

- Start up and effectively run our Community Pantry initiative on a day-to-day basis.
- Communicate with stakeholders and create sustainable relationships for food provision.
- Manage, coordinate and collect deliveries and donations, and support stock control.
- With the support of Community Engagement Officer, provide opportunities for individuals to volunteer and participate, including support and training.
- Involve pantry members in the shaping and delivery of the community pantry.
- Setting up and tidying of food pantry space/resources and community kitchen before and after activities.
- Assist in measuring the impact of the initiative and give information (evidence) to the team that can be used to shape our community activity.
- Support the team to develop and deliver a range of food activities.
- Liaise with the Community Engagement Officer and colleagues to agree initiatives and planning for activities.
- Attend local events and groups to promote the work of the project and evolving activities.
- Work in cooperation with the Community Engagement Officer to promote our activities on social media.

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 reasonable 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 Pantry Development Worker

Qualifications

- HNC or similar in a relevant discipline.

Experience and knowledge

- Experience/working knowledge of 'community pantry' activity and networks.
- Experience/working knowledge of surplus redistribution and platforms.
- Knowledge of adequate, nutritious and culturally appropriate food.
- Knowledge and understanding of working safely and food hygiene procedures.
- Knowledge and understanding of the benefits of sustainable food and waste reduction.

Skills

- Able to perform physical tasks including lifting and loading.
- Excellent time & priority management and organisational skills.
- Excellent communication skills – written and verbal.
- Ability to monitor, gather and use information (evidence) to shape community activity.
- Ability to build relationships with a wide variety of individuals to achieve positive outcomes and establish sustainable relationships
- Ability to provide opportunities for individuals to contribute and volunteer.
- IT Skills - Microsoft Word, Excel and Social Media.

Ethos and approach

- Confident in proactively reaching out to the food distributors and platforms.
- Willingness to listen to local voices, colleagues and volunteers to acquire and share information.
- Flexible and solution-focused.
- Recognise the social value of food.
- A commitment to working as part of a team with a vision of a dignified response to food insecurity
- Ability to represent the work of Peace 'n' Jam to the public with commitment and integrity.
- A willingness and commitment to undertake the role in a professional manner and maintain high-quality work at all times.
- To help promote an effective, positive and constructive team culture, where the work of others is valued and respected

Desirable

- Elementary Food Hygiene Certificate.
- Emergency First Aid at Work Certificate.
- Experience of working with volunteers.
- Interested in food insecurity and the social value of food.

- Driving licence and access to car.

Application Process

We welcome your interest in the Community Pantry Development Worker 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.

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.

Interview

Interviews are scheduled to take place mid-November 2021. If you are selected for the interview, we will **write** to you by email 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. 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 8th November 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.

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.

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 Peace 'n' Jam Project, St. Luke's SEC, Ninian Quadrant, Glenrothes, Fife KY7 4HP or via email to enquires@stlukes-glenrothes.org.