

The Buckinghamshire Food Partnership CIO (BFP) is recruiting a Partnership Coordinator. The successful candidate will be responsible for building our network of food partners, supporting them to collaborate on sustainable food initiatives across the county, monitoring activity, and developing and delivering sustainable food projects.

## Role Description

Role title	Partnership Coordinator
Salary	£26,500 - £28,500 pa pro rata depending on skills and experience. The contract is for two years, with extension subject to funding.
About the role	<p>The aim of the role is to:</p> <ul style="list-style-type: none"> <li>• Identify key food stakeholders throughout Buckinghamshire</li> <li>• Increase the number of food stakeholders actively engaged with BFP</li> <li>• Share ideas and knowledge on multi-disciplinary food projects among BFP stakeholders</li> <li>• Increase representation among our Working Groups and where appropriate, lead these</li> <li>• Create effective peer-to-peer networking infrastructure for our active stakeholders</li> <li>• Establish effective communication channels throughout the Partnership</li> <li>• Monitor food activity carried out by stakeholders, enabling a panoramic view of food action across Buckinghamshire</li> <li>• Help develop, and where appropriate, take a role in delivering collaborative food projects that align with our emerging Strategic Plan</li> </ul> <p>Reporting to the Partnership Director, you will:</p> <ul style="list-style-type: none"> <li>• Engage with existing and new food stakeholders</li> <li>• Take a strategic approach to encouraging involvement in BFP by under-represented groups</li> <li>• Work with the Working Groups to plan and implement an infrastructure package that helps them to function well (e.g. equipment, meeting facilities, coordination support, skills training) and review its effectiveness periodically</li> <li>• Lead Working Groups where required, help write implementation plans to guide action</li> <li>• Create new comms channels (e.g. email lists, newsletter, pre-recorded video updates, Teams spaces, meetings) and develop existing ones (e.g. website)</li> <li>• Contribute to the Sustainable Food Places Network and share information with stakeholders</li> <li>• Help create an approach to monitoring sustainable food activity across the county and manage this</li> <li>• Identify one or more community-level projects to support in-kind (e.g. through help with funding application, planning, logistics etc)</li> <li>• Actively support project development and delivery in collaboration with BFP stakeholders</li> <li>• Contribute to annual charity reporting and other tasks as reasonably required</li> </ul>
Your skills, experience, and values	<p>The successful candidate will:</p> <ul style="list-style-type: none"> <li>• Have a strong interest and ideally experience of working in the food system and of sustainable food issues</li> <li>• Have experience of coordinating stakeholders / volunteers, and managing relationships with partners</li> <li>• Be self-starting and highly organised</li> </ul>

	<ul style="list-style-type: none"> <li>• Be an excellent communicator in various contexts and mediums</li> <li>• Have good general IT skills</li> <li>• Be prepared to work flexibly, including occasional evenings and weekend work</li> </ul>
Working hours and location	<p>Flexible homeworking, 3 days per week (ideally Mon-Weds) from September 2022. We will provide you with a homeworking setup, including a laptop and mobile phone, and cover expenses in line with our expenses policy.</p> <p>Regular travel to events and for meetings is required, so a full UK driving licence, own transport, and/or the ability to undertake regular travel across Buckinghamshire is essential.</p>
Benefits	<p>We are committed to supporting the training and professional development for all our staff, and provide a contributory pension, 25 days annual leave pro rata (plus bank holidays), and two paid volunteering days per year.</p>
Equal opportunities	<p>We are committed to equal opportunity. Applications from individuals are encouraged regardless of age, disability, sex, gender, gender reassignment, sexual orientation, parental status, race, religion or belief, and marriage and civil partnership. Job share applications will be considered.</p>

### How to apply

Please email your CV and a letter no more than two sides of A4, explaining why you would like to work with us and how your skills and experience fit the requirements of the role, to [samcartwright@bucksfoodpartnership.org](mailto:samcartwright@bucksfoodpartnership.org) by **9:00am on Monday 8<sup>th</sup> August 2022**.

Interviews are expected to be held the week beginning **15<sup>th</sup> August 2022**. We will let all applicants know whether they have been shortlisted by 11th August 2022.

For an informal discussion about the role, please email [samcartwright@bucksfoodpartnership.org](mailto:samcartwright@bucksfoodpartnership.org).

Applicants must be willing to undergo screening appropriate to the post, including checks with past employers.

### About us

The [Buckinghamshire Food Partnership](#) is a recently established independent charity working for a more sustainable food system throughout the county. We work with partners in the voluntary and community sector, local authority, and business, to facilitate change on all aspects of the food system, from farm to fork. We believe that system-wide change can be affected through the sum of many local actions taking place in parallel to policy and regulatory reform.

As one of 69 local area members of the [Sustainable Food Places Network](#) we apply knowledge and best practice from across the country to our work on the ground here in Buckinghamshire, and feed in to the national movement for policy change on food.

Our efforts currently span five issue-areas: farming and business, public sector food procurement, food and climate change, food access, and community food growing. It's an exciting time for us as we are currently developing our first Strategic Plan to guide our work over the medium term.

We are funded by the Rothschild Foundation and Sustainable Food Places (which is in turn supported by Esmée Fairbairn Foundation and The National Lottery Community Fund).