

JOB PACK

Take & Make
Project Coordinator

1 August 2022



**MAYOR'S
FUND FOR
LONDON**

HELPING YOUNG LONDONERS GROW

JOB ROLE

Contract period: Fixed-term contract (*12-months initial contract*)

Start date: As soon as possible

Hours: 35 hours per week (*5 days a week, 9am-5pm.*)
We would be open to part-time requests (*3-4 days a week.*)

Salary: £23,000 - £26,000 per annum, for a full-time post
(*dependent on experience*)

Reporting to: Head of Food and Wellbeing (Programmes & Campaigns)

Location: 169 Union Street, Southwark, London, SE1 0LL
We are currently operating a hybrid home/office working arrangement.

Terms of appointment include: 25 days annual leave (pro-rata), plus bank holidays, pension scheme (3% employer contribution), flexible working and volunteering days.

ABOUT US

The Mayor's Fund for London is a non-politically aligned, independent charity which champions opportunities for young Londoners from low-income backgrounds.

Our charitable activities are vital in addressing the inequalities deepened by the pandemic and the cost-of-living crisis. We deliver a suite of impactful programmes which help to safeguard and transform the life chances of young Londoners by supporting them with access to food, wellbeing, education and employment opportunities.

In 2021, we supported close to 40,000 young Londoners aged 4-24 across all 33 boroughs working in partnership with over 1,125 schools, 100 community organisations and charities, 220 employers

and 400 volunteers, social enterprises, and local authorities.

By 2025 we aspire to have improved the prospects of a minimum of 120,000 young Londoners. Our work will help:

- Eradicate food insecurity and social isolation amongst children and young people in London.
- Ensure that no child in London leaves school without a positive attitude to maths
- Level the playing field in access to great careers for young Londoners from lower income backgrounds and their better off peers.

The Mayor of London, Sadiq Khan, is our patron.



BACKGROUND

In response to the unique demands of the COVID-19 pandemic, the Mayor's Fund for London created 'Take & Make' – an innovative way to get young people cooking at home.

We have already rapidly delivered over 100,000 boxes to families equating to 400,000 meals. Costs are all kept below £3 per meal. Each box contains high-quality, carefully packaged ingredients to make a healthy, balanced meal for four and comes with helpful recipe cards and videos to encourage children to cook at home.

Families receive a branded box to reduce the stigma around food insecurity and all meals come with a 5day+ shelf life, meaning the box can be flexibly worked into any meal plan schedule.

Take & Make recipes are also perfect for occasions where the need for a speedy meal solution can often lead to less healthy choices. There are diverse vegetarian recipe boxes to choose from – all designed with consideration of many known allergens and religious preferences.

Example recipes include Chilli Non-Carne, Chickpea and Sweet Potato Curry, Jamaican Patties and Banana Pancakes. Take & Make complements our Kitchen Social programme which addresses the growing and serious issue of children and young people facing food insecurity and social isolation outside of term time.

THE ROLE

The Take & Make Project Coordinator will be responsible for building and maintaining effective relationships with Take & Make partners; liaising to receive orders for hubs and boroughs and provides support with the logistics of deliveries and to the programme manager to get feedback from the customers.

The post holder will also support the Head of Food and Wellbeing and the Food and Wellbeing Programme Manager with stakeholder management. Whilst the focus is with the Take & Make programme activity, the post holder will work across all Food and Wellbeing work areas and with colleagues in fundraising and communications to support the wider business at times.

PURPOSE OF THE ROLE

The Mayor's Fund for London is working with a growing network of local authorities, and community organisations. Funding for the Take & Make programme is currently provided by several corporate partners, alongside 13 London local authorities, which enables the Mayor's Fund to provide thousands of young Londoners with food boxes for nutritional education and to support families dealing with food insecurity during the school holidays.

The Take & Make Coordinator will build relationships with delivery partners, our supplier and obtain their reporting data and feedback from buyers. The role will also support the food and wellbeing team to develop both Kitchen Social and Take & Make across the board.

We are looking for a passionate individual who wants to make a difference to the lives and wellbeing of young Londoners, who can provide coordination, logistical support, and administrative support to the programme team, ensuring effective and successful delivery. The candidate will have excellent written and verbal communication, strong IT skills and a positive outlook.

Travel across London for meetings will be required as well as to our office in Union Street, where the staff team is anchored, and from time to time, to City Hall in the Royal Docks.

The postholder must have the ability to work flexibly throughout the delivery/busy school holiday periods so a flexible approach to working hours is required during peak periods. As part of hybrid working, staff will be expected to be in the office a minimum of two days per week.



JOB DESCRIPTION

PROGRAMME DELIVERY AND COORDINATION

- To provide support and information for delivery partners participating in the project, including answering enquiries by phone and email
- To support the Food and Wellbeing Programme Manager and Head of Food and Wellbeing with relationship management of Take & Make stakeholders
- To collect data and review the data from demographic data, case studies and questionnaire data in line with programme research
- Ad hoc support with delivery of Take & Make activities such as webinars, training and attendance at external meetings and produce coherent reports when asked by the programme manager
- Work closely with the Communications team to provide images, videos, testimonials and follow up case study leads for the website/social media.
- Work closely and develop a good relationship with the supplier to ensure smooth running of deliveries and project
- Assist with keeping business facing documents and guidance up to date
- Contribute to the ongoing development of the programme, thinking creatively about suggestions for new programme areas with the Head of Food and Wellbeing and the Food and Wellbeing Programme Manager
- To manage and liaise with supplier delivery logistics during Take & Make delivery periods
- Manage logistics and practicalities of encounters between hubs and supplier for delivery of Take & Make boxes
- Possess good analytical and numeracy skills

DATA ENTRY AND BUDGET

- To support the delivery of Take & Make with a focus on providing administrative and organisational support
- Maintain the Salesforce database with accurately recorded details of all Take & Make activity on to the in-house CRM system and other tracking systems on an ongoing basis
- Provide support and information for Take & Make presentations to key stakeholders and funders
- Undertake additional administrative tasks as required

PROGRAMME DEVELOPMENT AND SALES

- Build effective relationships with new potential partners and customers
- Support with the Kitchen Social programme when required
- Generating leads during telephone calls/emails to potential customers and existing clients (local authorities)

PERSON SPECIFICATION

- Professionalism and strong work ethic
- Experience of relationship management with community organisations and stakeholders
- Passionate about working with local community organisations and widening access to food
- An interest in and understanding of the charity sector
- Interest in or experience of using Salesforce or a similar CRM database
- Strong IT skills, with experience of using Microsoft Office, XL, MS Teams and Zoom.
- Excellent verbal and written communication skills and the ability to make fair and strategic decisions when dealing with stakeholders
- A strong understanding of the barriers facing young Londoners from low income and ethnically diverse backgrounds in accessing food and wellbeing opportunities and the ability to keep up to date with current affairs affecting the provision of Food & Wellbeing support in London
- An ability to think critically and make effective decisions, process a wide range of information, and make assessments in a limited amount of time, especially in busy periods
- Must be adaptable, tactful, diplomatic, competent at conflict resolution and can take ownership of work and tasks

CANDIDATES FOR THE ROLE SHOULD BE ABLE TO DEMONSTRATE:

- Strong organisational and interpersonal skills and an outgoing nature
- A self-starter with flexibility, high energy and enthusiasm, and approach tasks with positive attitude
- Strong team working and collaborative skills
- Ability to use initiative and work positively and independently, multi-task and keep track of deliverables
- Demonstrable time management skills
- Proficiency with Microsoft Office especially Excel, to produce pivot tables and have basic google sheets skills, salesforce experience would be ideal
- Excellent interpersonal skills
- Excellent communication and negotiation skills
- Be meticulous and have a strong eye for attention to detail, and execute with accuracy

THE RIGHT CANDIDATE WILL DEMONSTRATE:

Reliability, a keen eye for detail and excellent planning and organisational skills. In return we offer a role in a growing, enthusiastic, fast-moving team and the opportunity to make a real difference to the lives of young Londoners.

TAKE & MAKE PROJECT COORDINATOR MAYOR'S FUND FOR LONDON

The Mayor's Fund for London recognises the positive value of diversity, promotes equality and challenges discrimination.

We welcome and encourage applications from people of all backgrounds. We particularly welcome applications from Black, Asian, and Minority Ethnic candidates and those with lived experience of food insecurity or who received Free School Meals as a child.



Please note that this post is subject to appointee undergoing an Enhanced DBS, in line with the Mayor's Fund for London commitment to Safeguarding. The Mayor's Fund for London is an equal opportunities employer.

The Mayor's Fund for London is an accredited Good Work Standard employer.





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