



**MAYOR'S
FUND FOR
LONDON**

HELPING YOUNG LONDONERS GROW

JOB PACK

Project Manager (Food)

April 2024



Project Manager (Food)

Contract period:	12 months fixed term
Start date:	May/June 2024
Hours:	35 hours per week (5 days a week, Mon – Fri, 9am – 5pm)
Salary:	£36,000 per annum We work hard to ensure equity within our organisation, and in respect of the young people and partners we work with. In this context, we believe the salary and additional benefits are in line with the expectations for the role, and therefore, the salary offered is non-negotiable.
Reporting to:	Head of Programmes (Food and Communities)
Location:	169 Union Street, Southwark, London, SE1 0LL <i>We are currently operating a hybrid working arrangement</i>

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 politically independent charity which champions opportunities for young Londoners from low-income backgrounds and diverse communities across the capital.

We provide opportunities to thousands of 4–24-year-olds through our work with community organisations, schools with high proportions of children on free school meals and universities.

We collaborate with a wide range of stakeholders and partners, including the Mayor of London, employers and businesses, funders and local authorities, community organisations and schools, and young people.

In 2022, we supported close to 35,000 young Londoners aged 4-24 across all

33 boroughs – with over 82% of young Londoners we impacted coming from Black, Asian, and minoritised ethnic backgrounds.

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 London's children and young people.
- 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

The Mayor's Fund has established itself as a vital organisation convening and collaborating with a wide network of partners to shape positive change for and with young Londoners. We enjoy strong links with the GLA, Local Authorities, business and other charities and are therefore very well-placed to work with community focused organisations and young people to create significant social change in London.

Kitchen Social is intentionally focused to eradicate food insecurity and social isolation amongst young Londoners. The cost-of-living crisis and inflation are increasing the physical, financial and mental pressures on low-income families.

Pre-Covid, 37% of all children in London were living in relative poverty, the highest in the UK. That has now increased by at least another 100,000 children. Poor nutrition and social isolation are proven to not only affect a child's physical wellbeing, but also their long-term educational attainment and employment prospects, thereby perpetuating the cycle of poverty.

Launched in 2017, Kitchen Social support a diverse range of grassroots, trusted community organisations, from youth clubs to libraries, to faith groups to urban farms (known as our Kitchen Social Hubs) to provide healthy meals and positive activities during the school holidays. Kitchen Social is inclusive, young people and their families do not need to prove their eligibility to access the programme – we take a community based; people centred approach.

As well as ensuring the most underserved young Londoners in our communities have access to good food, we provide a tailored package of support that focuses on three key outcome areas:

- Improving young people's physical activity
- Educating young people about nutrition and healthy life choices
- Supporting their wellbeing and mental health

The Kitchen Social Programme compliments our Food Programme that comprises of three elements:

Take & Make - a nutritional, 'low cook', high-quality recipe-kit boxes for children and their families. All recipes are designed to be made with limited kitchen utensils to ensure cooking at home is as inclusive as possible. Every box contains instructions and skill training cards plus online video tutorials to build confidence in cooks of all ages. Take & Make is now recommended by the Government as a credible, impactful means of increasing awareness and understanding of healthy eating and supporting Holiday Activities and Food delivery programmes.

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Create & Make - A meal kit for families providing 4 - 6 portions. Create & Make provides a selection of store cupboard staples along with a lucky dip of fresh produce and instructional materials to help families turn 'wonky' fruit and vegetables into delicious meals.

Heat & Eat - Single-portion precooked meals that can be reheated and served on-site or given out to be heated up at home. The Felix Project's kitchen creates delicious meals from fresh surplus produce, which are delivered chilled to locations across London. Meals come in packs of 24 individual meals.

As a values-led organisation, we work hard to ensure equity within our organisation and in respect of the young people and partners we work with. In this context, we believe the salary and additional benefits are in line with the expectations for the role and therefore, the salary offered is **non-negotiable**. We welcome applications from a wide range of candidates who reflect the brilliant diversity of London and are committed to ensuring young Londoner's are able to fulfil their potential and thrive.

THE ROLE

The Project Manager (Food) will be responsible for ensuring we deliver on the commitments we have made to support young Londoners and their families in the new partnership with the GLA and Felix Project. It is a really vital exciting role, with responsibility for delivering something of huge importance to young Londoners, and at the heart of the Mayor's own cost of living agenda.

The key responsibilities of the role are set out below.

JOB DESCRIPTION

RELATIONSHIP MANAGEMENT

- Managing relationships with our food partners (The Felix Project) and suppliers, so that they effectively play their part in delivering what young people and families need in line with our funding and partnership agreements
- Ensuring regular contact meetings and updates, formal and informal, with partners, to maintain momentum of the project and to manage risks as needed

PROJECT MANAGEMENT

- Managing all aspects of operations of Take and Make, Create and Make including:
- Securing orders from Local Authorities, community hubs and others, and ensuring they are fulfilled by suppliers (packaging, delivery etc)
- Reviewing supplier agreements and consider a robust tendering process to ensure we obtain competitive quotes
- Negotiating and agreeing contracts with suppliers and ensuring they work effectively to those agreements

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- Addressing issues and problems as they arise in an effective and constructive manner
- Ensuring every delivery partner understands their role in effectively delivering the service required – and developing and maintaining systems for keeping on top of this
- Manage all key project management processes, procedures and documentation including risk assessments and team management.
- Ensure all project management documents are all up to date and used throughout the Project.
- Maintaining high standards of food provision, nutritional information and using the different services to signpost additional cost of living information
- Innovating to develop new recipes, revisions to the services and enhancements

MONITORING AND REPORTING

- Monitoring and reporting on progress and providing updates to funders
- Reviewing performance and making adjustments to the services as necessary as agreed by the Head of Food and Wellbeing.
- Supporting the Head of Food and Wellbeing and Finance Director on budgeting and financial management of the Project, including monthly reporting on actual and anticipated spend.
- Maintaining finance records, including processing invoices and purchase orders
- Utilise and collate data and review the data from demographic data, case studies and questionnaire data in line with Project for evaluation and research work.
- Write reports and evaluations to showcase the impact of the Project
- Support fundraising in the areas of responsibility and in donor liaison where appropriate.
- Undertake additional administrative tasks as required

WORKING COLLABORATIVELY

- Work with the Fundraising team to inform and update funders and support new bids
- Work with the Communications team to provide updates and information for social media and for communications opportunities with the Mayor and other partners
- Work with other Mayor's Fund for London teams to ensure that wider opportunities and to support young people are reflected in the work

BUDGET MANAGEMENT AND FUNDRAISING

- Supporting the Head of Food and Wellbeing on budgeting and financial management of the Project, including monthly reporting to the Finance Director on actual and anticipated spend.
- Maintaining finance records, including processing invoices and purchase orders
- Write reports and evaluations to showcase the impact of the Project
- Providing the Director of Development and other senior staff with accurate information to inform funding proposals and corporate partnerships.
- Support fundraising in the areas of responsibility and in donor liaison where appropriate.

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MANAGEMENT AND TEAM RESPONSIBILITIES

- The role currently will be supported by one team member - a project coordinator, for whom the Project Manager (Food) will have line management responsibility.
- The Project Manager (Food) will be managed and supported by the Head of Programmes and work closely with the Communities Project Manager and the wider Mayor's Fund for London team.
- The role will work in close partnership with the Communities Project Manager – who oversees and develops community provision programme through Kitchen Social, which includes linking our youth community partners to wellbeing and nutritional support.

GENERAL

- Contribute to the planning and development of the Food & Communities programmes and team.
- Undertake other duties across the Mayor's Fund for London that are commensurate with the role.
- Attend other events and provide ad hoc support to the wider MFL team when necessary.

The charity is based in Union Street, SE1, and the organisation operates a hybrid working arrangement, with staff generally expected to be in the office a minimum of two days per week. With peak delivery periods across all school holidays this will be time where the employee will be visiting community hubs across London, the role will also involve occasional evening and early morning events so a flexible approach to working hours is required.

PERSON SPECIFICATION

Candidates should be able to evidence the following skills, knowledge or experiences:

Strategic Thinking:

- Demonstrated ability to align projects with the overarching strategy and vision of MFL.
- Proven track record of understanding organisational objectives and incorporating them into project planning and execution.

Scope Management:

- Experience in defining and managing project scope, ensuring clarity and alignment among all stakeholders.
- Ability to effectively navigate scope changes and ensure project objectives are met within defined boundaries.

Schedule Management:

- Strong proficiency in developing and controlling project schedules, including setting milestones and deadlines.
- Demonstrated capability to monitor progress and adjust schedules as necessary to ensure timely project delivery.

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Cost Management:

- Experience in supporting project budget management, with a focus on keeping expenses within allocated budgets.
- Ability to identify cost-saving opportunities and effectively allocate resources to maximise project efficiency.

Resource Allocation:

- Proven ability to identify and secure necessary resources, including personnel, materials, and equipment, to support project objectives.
- Experience in optimising resource utilisation and managing dependencies to minimise project risks.

Quality Management:

- Track record of implementing quality control processes to ensure projects meet stakeholder requirements and adhere to agreed-upon standards.
- Experience in conducting quality assurance activities and driving continuous improvement initiatives.

Human Resource Management:

- Demonstrated leadership skills in leading and motivating project teams towards achieving common goals.
- Experience in managing team performance, providing feedback, and fostering professional development opportunities.

Communication:

- Strong communication skills with a proven ability to coordinate and facilitate effective communication among project stakeholders.
- Experience in engaging with project funders, team members, and cross-functional teams to ensure alignment and transparency.

Risk Management:

- Ability to identify, assess, and mitigate risks associated with projects, leveraging proactive risk management strategies.
- Experience in developing risk mitigation plans and contingency measures to address potential project disruptions.

Compliance:

- Track record of ensuring project compliance with MFL's policies, procedures, and regulatory requirements.
- Experience in navigating regulatory frameworks and implementing compliance measures to mitigate legal and operational risks.

Project Management and Logistics:

- Experience in managing project logistics, including procurement, scheduling, and coordination of resources, to support seamless project execution.
- Ability to plan and manage project timelines, milestones, and deliverables, ensuring alignment with overall project objectives and organisational priorities.
- Demonstrated capability to identify and address logistical challenges, optimising processes and workflows to enhance project outcomes.

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- Experience in collaborating with cross-functional teams and external partners to streamline logistics and ensure project success.

Equity, Diversity & Inclusion

- Understanding of EDI best practices and commitment to promoting diversity and inclusion.
- Commitment to involving young people in their work.

SELECTION PROCESS

Deadline for applications: 9.00am on Thursday 2nd May 2024

First round interview (online): Wednesday 15th May 2024

Second round interview (in person, including a task): Tuesday 21st May 2024

How to apply:

Please submit by emailing the documents listed below, by the application deadline to msmith@mayorsfundforlondon.org.uk:

1. Your **CV**
2. Please do not submit a cover letter, **instead answer the following questions:**
 - Why are you passionate about working on a food insecurity project and within Mayors Fund for London?
 - Can you describe your experience in managing food-related or youth people community projects, particularly within the context of logistics and stakeholder management? Please provide specific examples of projects you have led.
 - The Project Manager (Food) role involves collaborating with various stakeholders, including community organisations, suppliers, schools, and local authorities. How do you approach building and maintaining effective relationships with diverse stakeholders to ensure project success?
 - This role requires strong organisational skills. How do you prioritise tasks and resources to ensure the efficient delivery of projects?
3. A completed **Equal Opportunities Monitoring Form**

If you're interested in learning more about this role before applying or require reasonable adjustments during the application process or at any stage, please don't hesitate to reach out: msmith@mayorsfundforlondon.org.uk

EQUALITY, DIVERSITY AND INCLUSION

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

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most suitable candidate at all times and welcome applications from people from all different backgrounds and lived experiences.

Our policy on the recruitment of ex-offenders can be viewed [here](#).



Please note that this post is subject to appointee undergoing a DBS check, 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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