Plan It, Cook It, Share It

Job Description

Job title:	**'**Plan it, Cook It, Share It' Project Worker
Responsible to:	Timebank South West Director
Salary:	£19,500 (pro rata)
Hours:	12 hours a week
Duration of contract:	12 months
Where:	Barne Barton and Whitleigh Timebank Hubs

Timebank South West is a registered charity and has been operating since 2011. It has eight Timebanking Hubs based in Barne Barton, Devonport, Efford, Ernesettle, Honicknowle, North Prospect, Stonehouse, and Whitleigh. It aims to reduce social isolation and loneliness by bringing people and communities together and supports informal volunteering to increase individuals' sense of wellbeing.

MAIN OBJECTIVE OF THE POST:

The post holder will be responsible for delivering Timebank South West's new National Lottery funded project 'Plan It, Cook It, Share It.' The project aims to reduce health inequalities, improve wellbeing in a positive way, support participants to develop new cooking skills, plan healthy recipes and reduce social isolation by taking part.

The post holder will be responsible for engaging people from all walks of life, delivering an exciting range of weekly community cooking sessions in small groups aimed at increasing participants cooking skills, increasing confidence, raising nutritional awareness and planning weekly healthy meals on a budget.

The post holder will facilitate monthly meal nights to bring people together to reduce social isolation and loneliness. They will also work with partners to increase resources and encourage participants to grow edible plants at home (crops in pots).

This project is funded for one year and will be delivered in two Plymouth timebank neighbourhoods, Barne Barton and Whitleigh.

KEY DUTIES AND RESPONSIBILITIES:

- Engage with people to encourage sign-up to the project.
- Engage individuals in learning new cooking skills, gaining knowledge and inspiring positive food choice outside of the sessions.
- Source healthy ingredients on a budget needed for each recipe/session, this includes shopping for ingredients in line with the Plan It, Cook It, Share It budget.
- Produce clear, concise step by step guides for participants to prepare and cook healthy recipes at home.
- Liaise with the Timebank Outreach Workers and partners to deliver the project and increase the number of participants from the two neighbourhoods.
- Organise and be present at monthly sit-down 'meal nights' to bring people together to have conversations and socialise.
- Organise food hygiene training for participants with partners including LiveWest and Four Greens Community Trust.
- Produce achievement certificates for participants.
- Evaluate individual's progress and impact on their families and community within the two neighbourhoods
- Promote the project via social media to increase sign-up and contact participants to remind them of cooking session times and dates.
- Source herb and edible plants to encourage participants to grow crops in pots at home.
- Work alongside the Director and Finance Office to ensure the project stays within the set budget.
- Maintain high standards of food hygiene and health & safety including cleanliness of work area, washing hands, food contamination, safe use of equipment, food intolerance and food allergies.
- Be mindful of cultural differences and encourage sharing of dishes and recipes across cultures.
- Link with timebank Outreach Workers and partners regarding growing food on allotments

- Record participants hours in exchange for time credits
- Liaise with Devon & Cornwall Food Action on surplus food deliveries.
- Raise awareness of Timebanking and its added value to health and wellbeing.
- Produce monthly case studies / good news stories for the monthly Mailout, social media, website and KPI monitoring.
- Assist the Timebank Director in the monitoring, evaluation and review of activities for reports to funders and other interested parties.
- Assist with well-being surveys and participant questionnaires as and when required.

AS AN EMPLOYEE OF TIMBANK SOUTH WEST

- Adhere to all policies and procedures of the organisation
- Role model positive behaviour and choices
- Participate in team meetings, away-days and undertake supervision and appraisals.
- Undertake professional development/training to meet developing requirements and to maintain the necessary skills and knowledge to carry out the duties as specified.
- Contribute to the general development and provision of the work of the Timebank South West.
- Be flexible to the changing need of Timebank South West.

PERSON SPECIFICATION

EXPERIENCE	
Essential	*Desirable*
• Minimum of one year working in a community setting. • Demonstrable experience of leading on sessions in a community setting aimed at adults learning cooking skills. • Experienced and confident in cooking healthy dishes and creating recipes based on ingredients available. • Experience of working with a variety of stakeholders i.e. individuals, community/voluntary and public sector. • Experience of ensuring community activities and informal volunteering opportunities adhere to safeguarding and health and safety policies • Food Hygiene and Safety Level 2 as minimum (this qualification could be obtained after appointment for an exceptional candidate)	• Experience of skills exchanges and informal volunteering (timebanking)
KNOWLEDGE AND UNDERSTANDING	
Essential	*Desirable*
• Understanding of the principles of community development. • Awareness of food nutrition and wellbeing benefits of healthy eating. • Awareness of food and health inequalities and the difficulties facing disadvantaged communities. • Understand and appreciate the value of volunteers. • Good understanding or experience of working with equalities issues (commitment to ensuring Timebank is inclusive).	• Experience of working with disadvantaged individuals, groups and neighbourhoods in Plymouth • Good understanding of the benefits of Timebanking and informal volunteering.

SKILLS AND ABILITY	
Essential	*Desirable*
• Have good communication and interpersonal skills and being friendly and approachable. • Ability to build relationships with people from different backgrounds and a commitment to working in an anti-discriminatory way. • Practical skills and ability to lead cooking sessions with adults in a community setting. • Enjoy working with people in all their diversity and displays an empathy and understanding of their lives. • The skills and the ability to work with groups and individuals to build people's confidence and, self-esteem by encouraging them to get involved in community activities. • Ability to work as part of a team. • Ability to be organised, plan-ahead and prioritise workload and keep to deadlines. • Ability to keep and maintain accurate records/data. • Ability to use IT including inputting data as required. • Ability to use Social Media to promote the project and keep in touch with participants. • Ability to be flexible to meet the needs of the community and Timebank South West. • Ability to work in more than one neighbourhood and travel between venues.	• Knowing Plymouth and local neighbourhoods well, would be an advantage. • This post is based in two neighbourhoods of Plymouth. Having a driving license and use of a car for work is desirable.