

## Consultant contract: OX4 Free Food Crew Project Development

**Place of Work:** Flo's - The Place in the Park and ARK T centre with some travel within in OX4

**Salary:** £ 12 per hour

**Hours:** approximately 15 hours per week - invoiced monthly

**Contract period :** 6 month contract starting 1st October

**Responsible to:** Flo's Communities Manager at PPP

**Purpose:** To coordinate and ensure the successful delivery of the OX4 Free Food project between October 2020 -March 2021

### About the OX4 Free Food Crew:

The OX4 Free Food Crew is a partnership between Ark-T, Waste2Taste Flo's – The Place in the Park, and Oxford Hub, which we have set up to alleviate food poverty for people affected by COVID-19 in April 2020. Our organisations are passionate about ensuring that those most in need at this time can receive the warmth, love and comfort which comes from healthy home-cooked food. We have worked with diverse people who receive the meals cooked at this includes: People shielding due to age or illness, Single parents, The vulnerable housed.

Waste 2 Taste and Flo's cafe are both committed to cooking 400+ meals per month which get delivered to people homes by volunteers. The meals are healthy and freshly cooked and many of the ingredients are supplied by food that would have otherwise been wasted (e.g. by Food Bank or SOFEA).

We are now looking to sustain the scheme over the next 6 months. This will include taking over referrals and direct contact with beneficiaries, assessing needs and how we might best meet these, liaising with partner organisations and managing volunteers. Listening to and gathering data and impact statements from beneficiaries will be essential to the role. The role will also include an investigation into the longer term sustainability of the scheme, for example looking at alternative funding models going forward.

### KEY TASKS

- Taking over referrals to the OX4 Free Food Crew from Oxford Hub
- Taking over coordination with volunteers for the OX4 Free Food crew from Oxford Hub
- Weekly liaison with Waste to Taste and Flo's cafe on logistics
- Monthly reporting to the OX4 Food Crew management Board (Emmy, Makena, Sandra and Marie and Helen M) re progress and forward planning/issues arising/learning.
- Explore options for self collection or continued delivery of meals
- Managing partnerships with other local partners, e.g. referral organisations such as services, community groups, schools etc.

- Reviewing the need and criteria for receiving free meals
- Designing impact measurement to assess the impact the project is having
- Ensuring data transfer protocols are followed
- Liaising with Flos and Waste to Taste café teams on production model (number of meals on which days and for whom)
- Developing the a “pay it forward scheme” for long term sustainability

### **Skills**

- People skills - communication with volunteers, beneficiaries, organisations
- Experience working in communities
- IT and data management
- Project management (logistics)
- Research skills
- Interest in understanding food poverty issues.

### **If you are interested in applying:**

Please send expressions of interest to Makena Lohr [info@flosoxford.org.uk](mailto:info@flosoxford.org.uk) by midday on 25th September. You should include a letter explaining why you are interested as well as a CV showing relevant experience and references.