



## OX4 Food Crew Fundraising & Communications Coordinator

### About the OX4 Food Crew

The OX4 Food Crew is an alliance of 9 local grassroots organisations who are working together towards a common goal: 'that everyone in OX4 has enough good food, is well nourished and can thrive'.

Initially formed in 2020 in response to heightened food poverty during the Covid-19 pandemic, the OX4 Food Crew partnership has grown and developed in response to local need. The next exciting phase is our development is a joint three year 'building resilience' project, which will enable members of this alliance to develop our work together to achieve a place based approach to reducing food insecurity in some of the most disadvantaged areas of our unequal City.

The building resilience project is a collaboration between all 9 organisations, with Flo's the Place in the Park acting as the administrative and hiring partner on behalf of these organisations for the purposes of this project. [www.ox4foodcrew.co.uk](http://www.ox4foodcrew.co.uk)

### This is where you come in

Both the OX4 Food Crew and Flo's are run by and for the community. We are a vibrant and responsive partnership with lots going on! We need someone who thrives in busy environments and will help us to continue the ethos of the partnership. You should be efficient, a great communicator and passionate about food equality and community work. We are looking for an energetic person to join our lively community, but also someone who is happy to undertake some routine tasks.

### Why work for the OX4 Food Crew?

- Be part of a vibrant team of 9 local organisations, including: Ark-T, City Farm, Donnington Doorstep, Damascus Rose Kitchen, Oxford Community Action, Oxford Mutual Aid, No Vice Ice CIC and Waste2Taste.
- Support and management from Flo's the Place in the Park team - a lively community hub in the centre of Florence Park with a lovely experienced team.
- Opportunity to develop existing skills and gain experience in the not for profit and community food sector
- Be part of an exciting partnership and supportive team
- Opportunity to think creatively, piloting your own systems and streamlining solutions
- Opportunity to work with other interesting partners on research, evaluation and other projects - including Good Food Oxford and Oxford University.
- Training and development opportunities



**We encourage anyone interested in this opportunity to apply or get in touch to find out more.** If you are interested in finding out more, even if you are unsure you are the right candidate, we would love to hear from you to discuss it. Please email [melissa.latchman@floxoxford.org.uk](mailto:melissa.latchman@floxoxford.org.uk)

**Job Title: OX4 Food Crew Fundraising & Communications Coordinator**

**Place of Work:** The post will be a hybrid post, to include regular hours at Flo's- The Place in the Park, Rymers Lane, OX4 3JZ, as well as in person working at other partnership locations across OX4 + remote working.

**Salary:** £26,000 pro rata

**Hours:** 19 hours per week (0.5 FTE)

**Job Type:** Until 31st July 2025 with potential to extend

**Responsible to:** Communities Manager (Flo's the Place in the Park)

**Leave:** 28 days leave inc. bank holidays; pro-rata according to days worked

**Start date:** February/ March 2024

**Job Purpose:** The Fundraising and Communications Coordinator role is a vital role that is essential for partnership to achieve its ambitious delivery plans over the next two years. The community fundraiser will work closely with all 9 organisations involved with the partnership, assisting these groups to raise essential funds for both new and existing food delivery projects. Day to day work will include raising funds through a number of channels (grant applications, fundraising events, individual giving campaigns) as well help organisations their own / partnership fundraising strategy.

**How to apply:** Please send your CV and a covering letter or CV and short video to the Communities Manager, Melissa Latchman on: [melissa.latchman@floxoxford.org.uk](mailto:melissa.latchman@floxoxford.org.uk)

If you would like to find out more or have questions about the role, feel free to get in touch for an informal chat ahead of the deadline.

**Deadline to apply is midday on Thursday 8th February 2024.** If shortlisted you will be invited to an interview between the 15th and 25th February.



## JOB DESCRIPTION

### KEY TASKS

- Working alongside the project coordinator to build trust and a good partnership working relationships between the OX4 Food Crew groups

#### Fundraising:

- Developing our long-term fundraising strategy in collaboration with the member organisations of the OX4 Food Crew partnership
- Writing grant applications to local/national funding bodies, including trusts and foundations, on behalf of OX4 Food Crew organisations (9 groups) and the whole partnership. This will include creating budgets and thinking about the evaluation of projects. This could also include writing collaborative/partnership grant applications on behalf of multiple groups
- Assisting OX4 Food Crew groups to develop their in house fundraising capacity & skills
- Developing new lines of funding revenue, including fundraising events, corporate fundraising and individual giving campaigns.
- Maintaining our regular and one-off donor relationships.

#### Communications:

- Developing our communications and press strategy
- Maintaining the OX4 Food Crew website and social media channels
- Writing regular updates including newsletters, website content and social media posts.

## PERSON SPECIFICATION

### Essential

- Excellent communication skills and the ability to build and maintain positive relationships with a diverse range of people and groups
- Good financial literacy and understanding of budgets
- Experience and evidence of success in carrying out fundraising activities in the third sector . This could include developing and implementing financial strategy, writing grant applications, community/individual donor fundraising, and/or developing new lines of funding)
- Experience with developing and implementing a social media and communications strategy
- Excellent written and spoken English
- Self motivated, with the confidence to work independently as well as collaboratively
- Able to manage priorities and deadlines in a fast paced environment
- Enthusiastic about food projects and grassroots community work



- Shares OX4 Food Crew values (solidarity, generosity and honesty and a belief in the benefits of partnership working!) Find out more: [www.ox4foodcrew.co.uk](http://www.ox4foodcrew.co.uk)

### **Desirable**

- Local to OX4
- Lived experience of or understanding of food poverty issues and the community food sector
- Experience of working within Oxford's third sector and working knowledge of the local landscape
- Experience working with social enterprises

There may be potential opportunities to develop this role further according to your skills and interests as well as the evolving needs of the partnership.

