



# **Food Power: Empowerment Programme Officer**

## **Job description**

### **About the role**

The post-holder is responsible for working within the Food Power programme (a joint Church Action on Poverty and Sustain project) to ensure that individuals with direct experience of food poverty play an active role in advocating for long-term solutions to the issues they face, and that food poverty alliances effectively engage them. They will: deliver training and mentoring in community participation, voice and empowerment for local food projects and people experiencing food poverty; develop and disseminate learning about how best to engage people in food poverty; take a joint lead on overseeing and supporting the programme's peer mentors; and support a programme of face-to-face learning.

### **Key responsibilities**

#### **Engaging people in food poverty**

- In the first 18 months of the project, deliver pilot programmes for engaging people in food poverty in partnership with three local food poverty alliances
- Deliver a user-led evaluation of these approaches in partnership with the three local food poverty alliances to identify what works
- Directly support a further 12 food poverty alliances to engage people in food poverty at a strategic level during years 2-4 of the project
- Oversee project funding for engagement projects
- Promote and disseminate engagement and empowerment processes across the Food Power project, including delivering capacity-building training to 32 local food poverty alliances
- Enable people in food poverty to play a national influencing role on issues related to food poverty
- Deliver an annual meeting for experts by experience

#### **Peer mentors**

- Take joint responsibility with the Sustain Food Power Programme Co-ordinator to develop how the Food Power project will recruit and manage peer mentors from existing food poverty alliances
- Support implementation of the peer mentor work across the programme
- Be the lead contact for four to five peer mentor alliances, and oversee their work to support newly forming alliances
- Work with the Food Power project team to recruit local alliances into the programme

#### **Project delivery**

- Support the Sustain Food Power Project Officer in ensuring that learning and experience from the project are shared between partners and alliances, and in creating a culture of shared learning and knowledge management
- Contribute to delivering an annual conference, in particular ensuring that experts by experience are fully represented and engaged
- Manage expenditure in line with the agreed project budget
- Report as required for management and funder purposes
- Play an active role in the Food Power project team and work closely with Sustain colleagues
- Contribute to the activities of Church Action on Poverty as a member of the staff team

## **Accountability and relationships**

The Empowerment Programme Officer will be accountable to the Church Action on Poverty Programme Manager. They will also have a close working relationship with staff from Sustain who will be jointly delivering the Food Power project, and this will entail regular team meetings which will be a mixture of face-to-face and Skype. They will be expected to attend regular staff meetings in Salford, and regular supervision sessions with the Programme Manager.

## **Contract**

- Duration:** The post is permanent with funding secured for four years.
- Hours:** 28 or 35 hours per week (4 or 5 days) - negotiable, including some 'unsocial' hours, evening and weekend working and overnight travelling for which Time Off in Lieu is provided.
- Salary:** Church Action on Poverty salary band E £29,323 - £33,437 (SCP 33-38 on the local authority APT&C scale), dependent on previous pay and experience, paid monthly on the 14th day of each month.
- Pension:** Church Action on Poverty will make a contribution to a mutually agreed pension scheme of up to 10% of salary, on the basis that the employee contributes not less than 5%.
- Holidays:** 25 days' annual leave, pro rata if 4 days a week (30 after five years' service) plus statutory holidays.
- Location:** Church Action on Poverty Office, Salford – or negotiable.

## **Application process**

Closing date for applications 12 noon, Tuesday 5 September 2017.

Interviews in Salford, Wednesday 13 September 2017.

## Person specification

<b>Criteria</b>	<b>Assessed by</b>
<b>Skills/knowledge</b>	
Knowledge and understanding of how grassroots people can engage effectively with policy making and strategic decision making	A.I.R
Knowledge and understanding of how to promote a culture of learning and reflection across a diverse range of groups	A.I.R
A self-starter who is good at initiating relationships and activities	A.I
Strong interpersonal and communication skills including verbal, written and presentational	A.I
Good strategic thinking and analytical ability	I
Knowledge and understanding of how grassroots people can engage effectively with policy making and strategic decision making	A.I.R
Knowledge and understanding of how to promote a culture of learning and reflection across a diverse range of groups	A.I.R
<b>Experience</b>	
Significant depth and breadth of experience of participatory ways of working with people in poverty, and of a variety of participatory approaches	A.I.R
Strong and evidenced experience in project delivery	A.I.R
Experience of building partnerships and relationships across a wide range of groups and individuals. Excellent networking skills	I.R
Experience of developing others in the use of participatory approaches through training, mentoring or accompaniment	A.I.R
<b>Work-related circumstances</b>	
Understanding of and willingness to adhere to Church Action on Poverty's vision and values	I
Willingness to work flexibly, including some evenings, weekends, and UK travel, including occasional overnight stays	I

*A = Application; I = Interview; R = Reference*



**sustain**  
the alliance for better food and farming

# Background to Food Power

The Food Power programme aims to strengthen local communities' ability to reduce food poverty through solutions developed by them with the support of their peers from other communities across the UK. We aim to transform the way that people in food poverty can access support and create long-term sustainable lives free from hunger. Critical to this will be engaging local people and local alliances, giving voice to those experiencing food poverty, influencing practice on the ground and leveraging in additional resources.

The programme is led by Sustain and Church Action on Poverty along with a group of other organisations and delivery partners.

**Church Action on Poverty** is an established national charity, which works with people with direct experience of poverty, churches and other partner organisations to address some of the underlying causes of poverty in the UK.

**Sustain:** The alliance for better food and farming advocates food and agriculture policies and practices that enhance the health and welfare of people and animals, improve the working and living environment, enrich society and culture and promote equity.

## Promoting coordinated long-term approaches to tackling food poverty

Food poverty takes myriad forms in individuals' lives. It can affect children who would normally receive free school meals having little food during the school holidays and then return to school having lost learning; families in and out of work (or in insecure work) who struggle to make ends meet and are forced to buy less healthy calorie-dense food; or isolated older people who are unable to prepare healthy meals without support and/or lose interest in food and cooking. Food poverty can be triggered by a crisis in finance or personal circumstance, but may also be a long-term grinding experience of not being able to afford to eat well.

The four-year programme will support the development of more coordinated, long-term and sustainable approaches to tackling food poverty in 32 local areas across the UK, each tailored to their own particular urban and rural environments, and the increasingly divergent policy contexts across the four nations. The programme will have four work streams:

- *Supporting local food poverty alliances:* We will build capacity and facilitate sharing of experiences between communities. The programme will have local empowerment at its core. Following clear demand, we will work with a network of local peer mentors to help other local areas to establish food poverty alliances or networks, secure resources to turn commitments into reality and develop local action plans.
- *Learning and sharing good practice:* At the heart of this programme is the exchange of ideas and learning, facilitated by programme staff, but equally through peer-to-peer learning across the network. All those involved in the programme will be part of co-producing information and resources. We will provide the national infrastructure and coordination to facilitate active sharing and learning.
- *Involving experts by experience:* We will support the active engagement of individuals within the programme who have experienced food poverty. We will pilot models of involvement and support local areas to develop their practice in this area through a combination of capacity-building training, mentoring and resources.
- *Evidencing what works at the local level:* We will also assist local areas to evidence the impact of their work, including offering advice and support on robust monitoring and evaluation methodologies and piloting specific evaluation models.

## **Peer mentoring and shared learning**

Key to our plans for supporting local food poverty alliances is to recruit a group of eight expert peer mentors, identifying partners particularly in those regions which currently lack an established alliance at the moment. Peer mentors will be drawn from those local areas that have already pioneered food poverty alliances, providing peer to peer support and creating local peer learning networks.

Each of the eight peer mentors would support the development of two or three other local food poverty alliances over the 4 year programme. We would expect to recruit peer mentors based in each of the four nations, but we would not necessarily expect them to be confined to supporting other alliances in their nation only.

The peer mentors would draw on their own practical experience of developing and supporting a local alliance, and promoting greater collaboration and partnership working at local level; but at the same time to create a culture of peer learning and exchange between the local alliances.

## **Involving experts by experience**

During the first 18 months of the programme we will test out a range of approaches to engaging people with direct experience of food poverty at 'strategic' level in conjunction with three local food poverty alliances in different locations within the UK. In each case this will involve working with local alliances (and the community food projects they work with locally) to recruit and support a group of at least 8 people with direct personal experience of food poverty to reach a point at which they are confident to engage and voice their experiences and views of what needs to change locally to improve both their own levels of household food security, and those of other people in similar circumstances to themselves.

We will then seek to share and replicate them with a further 12 local alliances in different locations across the UK over the subsequent two and a half years of the programme.

As part of the learning process, we will create a 'virtual learning set' to enable learning to be shared between the local areas; an annual gathering to bring together both facilitators and people with experience of food poverty who are engaged within the process; and support grassroots participants to engage in the wider programme (e.g. attending the annual conference; participating and contributing to webinars, blogs and other learning events), and take up opportunities to contribute as 'experts by experience' within the wider food justice movement and articulate and advocate for wider policy and practice change.

# Application for employment

## *Confidential*

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Job applied for: \_\_\_\_\_ Closing date: \_\_\_\_\_

### Personal details

Surname: \_\_\_\_\_ Other names: \_\_\_\_\_

Permanent residential address: \_\_\_\_\_

\_\_\_\_\_  
Postcode: \_\_\_\_\_

Daytime telephone: \_\_\_\_\_ Evening telephone: \_\_\_\_\_

Email address: \_\_\_\_\_

Where did you see this job advertised? \_\_\_\_\_

### Referees

Please give the names and addresses of two people who can provide references. Do not include relatives (unless your current or previous employer is a relative). **If you are at present employed, please give details of your present employer. If not currently employed, please give the details of your last employer.**

<p><b>First referee</b></p> <p><i>Delete as appropriate:</i></p> <p>Current employer / former employer / friend / other (<i>specify</i>): _____</p> <p>Name: _____</p> <p>Address : _____</p> <p>_____</p> <p>_____</p> <p>Email address: _____</p> <p>Telephone number: _____</p> <p><input type="checkbox"/> Tick here if you do not wish us to approach this person without prior permission.</p>	<p><b>Second referee</b></p> <p><i>Delete as appropriate:</i></p> <p>Current employer / former employer / friend / other (<i>specify</i>): _____</p> <p>Name: _____</p> <p>Address : _____</p> <p>_____</p> <p>_____</p> <p>Email address: _____</p> <p>Telephone number: _____</p> <p><input type="checkbox"/> Tick here if you do not wish us to approach this person without prior permission.</p>
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## Equal Opportunities monitoring

The information in this section will be treated in the strictest confidence, and used to produce overall statistics about recruitment and selection, and to take action to prevent discrimination.

### Gender

Please put a tick in one of these boxes.

I am... Female  Male

### Disability

Please put a tick in one of these boxes.

Do you consider yourself to be a disabled person? Yes  No

Please give further details if you wish:

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### Age

Please put a tick in one of these boxes.

I am.. under 18  18-24  25-44  45-64  65 or over

### Ethnic origin

Please put a tick in one of these boxes.

I would describe my ethnic origin as...

- |  |   |
|--|---|
| Bangladeshi <input type="checkbox"/>                           | Caribbean <input type="checkbox"/>                                    |
| East African Asian <input type="checkbox"/>                    | African <input type="checkbox"/>                                      |
| Indian <input type="checkbox"/>                                | Other Black ( <i>please specify</i> ) <input type="checkbox"/>        |
| Pakistani <input type="checkbox"/>                             | _____   |
| Chinese <input type="checkbox"/>                               | White & Black Caribbean <input type="checkbox"/>                      |
| Vietnamese <input type="checkbox"/>                            | White & Black African <input type="checkbox"/>                        |
| Other Asian ( <i>please specify</i> ) <input type="checkbox"/> | White & Asian <input type="checkbox"/>                                |
| _____  | Other Mixed Origin ( <i>please specify</i> ) <input type="checkbox"/> |
| Middle Eastern <input type="checkbox"/>                        | _____   |
|  | Irish <input type="checkbox"/>  |
|  | White British <input type="checkbox"/>                                |
|  | Other White ( <i>please specify</i> ) <input type="checkbox"/>        |
|  | _____   |

## Work experience

Please give details of past and present work. This can be paid work, voluntary work, work at home, time spent raising a family, etc. All time since leaving full-time education should be accounted for. **Start with the most recent. Use the space below and please do not attach a CV.**

<b>Name and address of employer or organisation</b>	<b>Job title or role</b>	<b>Paid? (yes/no)</b>	<b>Main duties</b>	<b>From</b>	<b>To (month/ year)</b>	<b>Reason for leaving</b>

## Qualifications

### Academic and/or professional

Date	Qualification	Level	Where obtained

### Training

*Include any short courses you have taken.*

From	To	Details

## Personal statement

Your application pack includes a person specification. This is very important because it lists the essential requirements necessary for this job. **Please follow the steps below before completing this section.**

- 1) Study the person specification very carefully. It shows which of the requirements listed will be assessed from the application form. This means that the panel will be looking for evidence that you meet these particular requirements from the information you give in the space below.
- 2) Please show concrete evidence and real examples of how you meet each of these requirements. **Remember if you do not show that you meet these requirements, it will not be possible to shortlist you for an interview.** Please continue on separate sheets if required.

## Disabled applicants

Where the successful applicant is a disabled person, every effort will be made to supply all necessary adaptations, employment aids or equipment to enable them to carry out the full duties of the job.

If, however, you feel that a certain aspect of the job may still prove unachievable by you, and this is due to the nature of your impairment, then the panel will give full consideration to the possibility of redesigning the job to remove that particular barrier. If you wish to bring such a matter to the panel's attention at this stage, please do so in the space below. If you have no such matter to raise, then simply leave this space blank.

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## Health and medical conditions

Do you suffer from any medical conditions that might affect your ability to carry out the job?

Yes  No

*If yes, please give details:*

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## Period of notice

How soon after an offer of employment would you be able to start the job?

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## Declaration

I confirm that to the best of my knowledge the information I have provided in this application (including home address and self-declaration) is correct and true. I realise that if it is found that I have deliberately given false or misleading information I am liable to be disqualified from further consideration or, if appointed, to be dismissed immediately and without notice.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

*Please return to [info@church-poverty.org.uk](mailto:info@church-poverty.org.uk) or Church Action on Poverty, 28 Sandpiper Court, Water's Edge Business Park, Modwen Road, Salford M5 3EZ.*