

Job title	Bridging the Gap Programme Officer
Organisation	Sustain: The alliance for better food and farming
Gross Annual Salary	£31,974. This is a pay level 1 salary. This salary increases annually in April each year according to Sustain's Payscale and progression (subject to satisfactory performance). In addition, Sustain matches pension contributions up to 5% of gross salary.
Hours	Full time, with possibility of 0.8FTE (4 days per week), subject to agreement.
Location	Role is office-based in Bethnal Green, London. Sustain offers working from home up to half of working hours, on request and subject to agreement following completion of successful probation.
Position Type	Permanent contract with funding secured until June 2025 and reasonable possibility for continuation.
Annual Leave	31 days Annual Leave (comprises of 20 days Basic Annual Leave + FTE proportion of public hols + office closures) rising annually by 2 days to a top limit of 36 days.
Closing date	10am Friday 14 October 2022
Website(s)	<a href="http://www.sustainweb.org">www.sustainweb.org</a>
Contact email	<a href="mailto:recruitment@sustainweb.org">recruitment@sustainweb.org</a>
Equal opportunities	Sustain is committed to being a welcoming and inclusive employer, including recruiting for diversity. Recruitment for this role comes under Sustain's Ethnicity Confident and Disability Confident schemes, which means that people from diverse ethnic backgrounds, or with a disability, will be guaranteed a first-stage interview if you meet all the essential criteria for the role. Read more about our approach to recruiting for diversity <a href="#">here</a> .
Right to Work	Entitlement to work in the UK. You will need to hold the necessary rights/visa to work in the UK, Sustain is not able to assist with applications for work permits.
Other details	Cycle to Work scheme available on salary sacrifice basis.

## About Sustain

Sustain is a powerful alliance bringing together around 100 organisations nationally – and hundreds more at local and regional level. We believe everyone should have access to healthy and sustainably produced food that protects people, animals and planet. Working together, we run highly effective and creative campaigns, advocacy, networks and demonstration projects, aiming to catalyse permanent changes in policy and practice, and to help equip people and communities with skills as change-makers.

## About the Bridging the Gap programme

Bridging the Gap is an exciting new initiative for Sustain launched in July 2022, working in partnership with Alexandra Rose Charity, Growing Communities (as part of

the Better Food Traders Network) and partners in the Nations, funded by the National Lottery Community Fund. See: [www.sustainweb.org/bridging-the-gap/](http://www.sustainweb.org/bridging-the-gap/)

Bridging the Gap aims to demonstrate how to build better supply chains that connect climate-friendly food and people on a lower income. Bridging the Gap will run and test pilot interventions over three years, with the possibility of the work, funding and post being extended for a longer period. It will also identify and advocate for financial interventions and other mechanisms to enable its work to continue in the longer term.

Bridging the Gap will be steered by a Programme Management Board, and work with an Advisory Group, community organisations and values-led food traders, in a spirit of collaboration and enquiry.

### **About this role**

The Programme Officer will work closely with and be managed by a newly recruited Programme Manager to help set up and run this exciting initiative.

The team will work closely with our key delivery and other partners to build great relationships with and between many organisations, inside and outside of our existing alliance, to achieve a shared vision. We are especially keen to work with under-represented groups, and with organisations led by and serving ethnically diverse communities.

Sustain is seeking a person with great interpersonal and organisational skills, who can organise and run events, meetings and workshops and drive forward a programme of learning across the movement. You will thrive in this role if you are keen to learn more about how to support fair and sustainable food systems and supply chains, within the context of the programme.

The officer will have great team-working skills and be flexible to the needs of a new and evolving programme. You will also have the confidence to try out new ideas and be keen to work alongside the pilot projects supported by the programme, to test and learn more about how we bridge the gap between sustainable farming and affordable food.

### **Roles and responsibilities**

- Support the Programme Manager to adapt and deliver a detailed workplan, including taking a lead on key areas, including:
  - Develop our approach to coproduction and embed these principles into the workplan, including recruitment and support for a collaboration group and advisors.
  - Design and deliver a series of learning and sharing opportunities, such as events, webinars, training modules and/or publications, to help this work build the movement
- Support and engage with delivery partners, Nation partners and other organisations, particularly in relation to pilot projects, helping with development, delivery and evaluation
- Help organise, facilitate, take notes and follow up on actions with key programme groupings, such as the Programme Management Board, Advisory Group, Co-Design and Collaboration Group and Working Party

- Develop relationships with new partners, with a special emphasis on diverse voices and engagement with lower income and under-represented groups
- Input into developing and delivering a Communication, Influencing and Engagement Plan to enhance the influence of the programme, including writing newsletters, online and social media content and developing more creative ways to engage new audiences
- Supporting monitoring and evaluation systems to ensure the programme is collecting good data that can be used for reporting, communications and advocacy work
- Undertake administrative and organisational tasks, including keeping excellent records

The Bridging the Gap Programme Officer will also:

- Contribute to the mutually supportive culture of Sustain, among the staff team, and project participants and attend relevant meetings
- Undertake any other responsibilities that may arise from time to time

### **Personal specification**

Sustain is seeking a creative and experienced organiser and communicator with fantastic team-working skills who shares our commitment to a fair and sustainable food and farming system.

Essential:

- An interest in – and some knowledge of – sustainability, health and equality issues in relation to food and farming and what could be done to make things better
- Experience of organising meetings and workshops, with strong facilitation skills and some understanding of coproduction and related processes
- Experience of supporting practical projects or pilots including problem solving and collecting monitoring and evaluation data
- Good oral and written communication skills, including writing reports and social media, and fluent spoken and written English, with strong attention to detail
- Good project management, time management and organisational skills and the ability to work under pressure and to meet deadlines
- A strong commitment to diversity and inclusion – particularly to making healthy and sustainable food accessible to all, and to tackling inequality, within the context of the role
- Good relationship building, partnership and team-working skills
- Ability to work independently, with high levels of self-motivation and to juggle a diverse workload
- Entitlement to work in the UK (Sustain is not able to assist with applications for work permits) and availability to commence work promptly following the recruitment process

Desirable:

- Experience of working within the not-for-profit sector, preferably in a relevant field such as community food, farming, climate change or household food insecurity
- Some experience and understanding of campaigning or how to work towards policy change
- Knowledge of the environmental, health and inequality impacts of the current food system and the challenges for people living on a low income face when accessing sustainable and healthy food
- Experience of running activities on various digital platforms, such as Zoom, Miro, and social media tools
- Confidence in public speaking

The role involves occasional travel around the UK which may require overnight stays, to enable participation of a wide range of geographical locations through support, training, regional and national events.

### **Diversity**

Diversity matters to us. Sustain has a working environment where we value and respect every individual's unique contribution. Diversity helps us identify where change is needed and what is required to promote equity as well as reflect the concerns of our wide alliance of members.

We are committed to equality of opportunity and welcome applications from individuals, regardless of age, gender, ethnicity, disability, sexual orientation, gender identity, socio-economic background, religion and/or belief. We are happy to discuss and consider flexible working at the point of hire.

A list of Sustain's policies, including our commitment to diversity are [on our website](#). We are happy to discuss and consider flexible working at the point of hire and our approach to recruiting for diversity is described in detail [here](#).

Sustain is recruiting for this role as part of our Ethnicity Confident and Disability Confident schemes. This means that applicants who meet all of the essential criteria, and who let us know voluntarily that you would like to be considered in this way, will be guaranteed a first-stage interview. The opportunity to tell us you would like to be considered in this way is included in our Equal Opportunities Monitoring Form.

The Manager will contribute to the mutually supportive culture of Sustain (including staff and project participants) in which equality and diversity are not just respected but promoted.

Visit [our website here](#) for some useful advice if you are applying for a job at Sustain.

## How to apply

To apply for this position, please email [recruitment@sustainweb.org](mailto:recruitment@sustainweb.org) the following:

- a **CV** (maximum two pages)
- a **Covering Letter** telling us about your experience and how this relates to the essential criteria in personal specification and the desirable where relevant (maximum two pages). Please note that we will score your application against these criteria.
- a completed [Equal Opportunities Monitoring form](#)

As we are recruiting for several positions over this period, please put **BTG Officer** in the subject line of your covering email along with your name.

Deadline: **10am, Friday 14 October 2022**

First stage interviews for this position will likely take place virtually on 4 November 2022, with second face-to-face interviews likely to be held on 10 or 11 November. Please indicate in your application if you are not available either of these weeks, although we cannot guarantee we can accommodate requests for alternative timings.

This role is funded by the National Lottery Community Fund.



**The Sustain alliance is a registered charity (no 1018643) and a company limited by guarantee, which is registered in England and Wales (no 02673194). Registered office: The Green House, 244 – 254 Cambridge Heath Road, London E2 9DA**