## JOB DESCRIPTION

**JOB TITLE:**  Community Healthy Eating Co-ordinator

**RESPONSIBLE TO:** Training & Development Manager

**SALARY:** 24hrs a week (£25,480 pro rata)

**Job Description**

1. Job Summary
* To support the delivery of the London Borough of Lewisham Public Health community cookery clubs Lewisham Cookery Clubs; Easy, Quick & Tasty.
* To deliver Open College Network accredited Healthy Eating and Running a Cookery Club course when GCDA are commissioned to do so.
* Provide healthy eating and nutrition expertise to the community groups funded by The Community Health Improvement service in North Lewisham.
1. To support the project manager in the co-ordination of the Lewisham Public Health cookery clubs. Duties will include:
* Finding suitable venues in which to hold cookery clubs
* Conducting risk assess venues
* Booking venues
* Booking cookery club tutors using GCDA procedures
* Promoting the cookery clubs – including updating facebook and other pages with details and distributing promotional material in the community
* Recruiting and booking on of cooker club participants on the GCDA database
* Attending first and last sessions of each club
* Ensuring collection of all required data and inputting onto system (assisting data entry volunteer)
* Attending community meetings and events as requested to promote the cookery clubs
1. To deliver OCN training
* To train a 12 week Open College Network Level 2 accredited course in Healthy Eating and Running a Cookery Club. Will include marking assessments and supporting the students.
* To attend standardisation meetings to ensure quality assurance
* To be potentially delivered in a number of London Boroughs
1. Nutrition Advisor to Community Groups In North Lewisham
* Deliver half-day healthy eating workshops to community groups covering the key healthy eating messages with nutrition advice including The Eat-well Plate.
* Provide specific subject focused nutrition/ healthy eating training workshops for staff if required.
* Provide one to one support and advice to community groups to enhance the delivery of their programmes, either through meetings, on-line or phone. This may include advice on delivery of their own sessions, provision of training resources and specific advice for differing demographic and cultural groups.
* Attend group sessions when requested to provide direct support to their beneficiaries and group attendees.
1. To assist the Training Development Manager in any other duties when necessary

**Person Specification**

*Are qualifications essential?*

*Does the role require a DBS? What level of DBS?*

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|  | **Essential (E)/Desirable (D)** | **Application Form (AF)/Interview (I)** |
| **Qualifications** |  |  |
| 1. Nutrition degree or equivalent
 | E | AF |
| 1. Training qualification
 | E | AF |
| 1. A Current level 2 food safety certificate
 | E | AF |
| **Knowledge and experience** |  |  |
| 1. Experience delivering training
 | E | AF/I |
| 1. Experience of project co-ordination and experience of running a cookery club
 | E | AF/I |
| 1. Experience of supervising staff or volunteers
 | D | AF/I |
| 1. A good knowledge and understanding of broad food issues; health, sustainability & community
 | E | AF/I |
| 1. A good knowledge of Lewisham
 | D | AF |
| 1. Experience of community engagement
 | E | AF/I |
| 1. Experience of working as part of a management team
 | E | AF/I |
| **Skills and abilities** |  |  |
| 1. Excellent IT skills
 | E | AF/I |
| 1. Excellent communication skills
 | E | AF/I |
| 1. Excellent organisation and time management skills and working on your own initiative
 | E | AF/I |
| 1. An understanding of and a commitment to Equal Opportunities
 | E | AF/I |
| 1. Enthusiasm for working in an organisation that serves diverse communities
 | E | AF/I |