

Bwyd Dros Ben Aber Food Surplus



Job Title: Food Action Instigator

Employer: Aber Food Surplus Ltd, Aberystwyth, Wales

Gross Pay - £1,250 per month (based on £30,000 per annum pro rata)

Duration of contract – Fixed-term in line with current funding: June/July 2024-February 2026

Hours of work – 16 hours / week , 4 of which are Tuesday mornings (please note some evening and weekend work will be required)

Responsible to – Directors / Co-design Group, the Aber Food Surplus Staff team and Volunteer team

Holiday entitlement – 16.5 days

Pension - Aber Food Surplus uses the Nest Pension Scheme for making pension contributions

Application closing date: Sunday 9th June 2024

Interview dates: Please be available for interview on Thursday 13th June and Friday 14th June 2024

The role will be carried out across Aberystwyth from the ECO Food Sharing Hub, an office, or remotely (from home) to suit the needs of the team, and you may be expected to travel to other locations around Aberystwyth, Ceredigion and Wales.

Employer - Aber Food Surplus

Aber Food Surplus is a community led and environmentally motivated not-for-profit social enterprise, based in Aberystwyth.

Our purpose is to empower community-led food system change through innovative and meaningful volunteering opportunities that take proactive action on climate and local food system change, whilst putting into practice the Well-Being of Future Generations Act. Our work focuses on short-term actions that enable longer-term wider systemic change towards a more circular food system. The impact of our work enables social, cultural and environmental benefits and support for our local food economy while building a more resilient and regenerative food system.

The activities that the Aber Food Surplus team support include: Surplus Food Redistribution to minimise the environmental impact of food waste and enable social impact; Composting to make soil for food growing; Tyfu Aber Grow gardening events and activities; Community Events, cooking workshops and educational outreach; and Bwyd Dyfi Hub, a local and organic shop supporting fair prices to local growers and stimulating the local food market.

Aber Food Surplus practises a flat-structure and as part of the team you are invited to participate in co-design meetings and contribute ideas towards the successful running of the organisation. We

value your contribution. Additionally, we respect, support and adhere to a positive and healthy work-life balance which encourages regular breaks and outdoor time placing your wellbeing at the heart of what we do.

About the project

In 2022, we secured significant funds for a 3.5 year National Lottery Community Fund project to expand the enterprise and develop a larger community and environmental space. This space will be a thriving food and environmental hub. It will strengthen the relationships between all parts of our food system, as a space where food producers, businesses, and citizens come together and connect.

The project is committed to using participatory methods to:

- Gain essential insight on the impact that community collaboration can have in creating innovative, essential and resilient climate and wellbeing solutions;
- Bring skills together to develop the financial resilience of the space/project;
- Understand how community activists, creatives and entrepreneurs can most effectively utilise the space for their own and wider community benefit.

Our vision is to create an empowering and exciting platform for our community to flourish and take action towards positive environmental change and a more beautiful world.

- Does this vision connect with your values? If yes, please read on

About the role - roles and responsibilities

The Food Action Instigator will design, advertise and deliver a diverse range of food skills activities, including sharing a range of preservation techniques, and developing value added products. The role will also take the lead on catering at external events and facilitate volunteer teammates to support the catering effort. The intention being that by building food-related skills and confidence in our community, we will build resilience, and help to ensure that the people of Aberystwyth are less likely to waste food. This is a vital and exciting post that involves frontline community engagement and an energetic and solutions focused approach.

There are four main components to the role:

1. Environmental action - food-related skills sharing; exploring food system change;

The food skills workshops/demonstrations/catering (where appropriate) which you develop and deliver will:

- Have an environmental / food system message at their core
- Be advertised in a variety of media, and in a timely manner
- Enable volunteers and members of the public to gain new practical skills (eg. basic food preparation; utilising left-overs in novel ways; eating seasonally; diverse preservation techniques; ways of using dehydrated foods etc)
- Evolve in response to community need and interest
- Inspire a love of food and the environment, celebrate food culture, and encourage connections with local food producers
- Be accessible in terms of offering learning to those with a range of existing skill levels
- Be accessible in terms of cost of ingredients - we acknowledge the cost of living crisis, and believe it is important for community members to be able to practically apply new skills in

their home life

- Be supported by thorough safety planning in relation to food safety and wider risk assessments
- Be shared with the wider community (eg in the form of recipe cards / blogs etc)

We also host 'Bwyd Dyfi Hub', an innovative retail space which sells organic, and local high quality agro ecologically produced food. This retail social enterprise works to provide a fair price to producers (with minimal mark-ups for customers), supporting environmentally friendly and compassionate production methods, shortening food miles, and providing our community with access to high quality food.

We aim to celebrate and stimulate a local market for good food, and increased local horticultural production. An additional element we are keen to explore is developing a range of value-added products for sale from this online shop.

The value added products will:

- Utilise ingredients for sale on the Bwyd Dyfi Hub
- Take into consideration the current offerings available from our producers
- Be produced in line with all legal requirements, and in adherence to the Bwyd Dyfi Hub Producers Guide
- Act as a case study / practical example for other potential local producers

2. Safe and Welcoming space

We strive to encourage people to identify ways in which the food system may be improved, and to find practical ways to enact change. The Hub is a place not only for processing food, but also for engaging community members as participants and activists in the food system - it is essential that you are able to give a warm welcome to all, be responsive and flexible.

In order to be able to effectively carry out our work, it is essential that we retain (and hopefully improve) our designation as a Food Safe Space (we currently have a Food Hygiene rating of 4, and would like to increase this to 5); you will:

- Prepare a cook up once a week that can be chilled or frozen to provide a team of approximately 60 volunteers with a healthy lunch throughout the week
- Work within existing systems, and be responsible for developing food safety practices and associated paperwork, ensuring that activities are carried out in a food-safe, hygienic way, supported by documentary evidence
- Ensure that participants are aware of food safety procedures and their importance, and organise their participation in Food Safety training where appropriate.
- Produce Risk Assessments and adhere to Safeguarding and associated policies and procedures

All team members are expected to adhere to our Code of Conduct, and to encourage community members to use and share food/the space with peace, love, unity and respect for each other and the planet. As our hub becomes busier, the wider team is exploring the concept of *What is fair sharing in practice?* Once agreed, this will be applied consistently across all activities.

Food for Thought - you will participate in exploring ways to communicate complex messages in visually exciting ways, whilst leaving space for exploration and the ideas of others.

3. Reporting and evaluation

This role involves working with teammates and an evaluator to achieve and document specific project outcomes related to food waste reduction (commitments made to the funders (National Lottery Community Fund). You will work collaboratively to gather feedback and data, and explore behaviour change and the impact of community food action. Recording number of attendees; weights of products utilised; impacts of learning; quotes and case studies will need to become second nature to you, as will interpreting and explaining points of learning.

4. Volunteer Empowerment

Empowerment of volunteers and the wider community; including supporting the recruitment and induction of volunteers, facilitation of meetings, mentorship, and a positive approach to working with the community. Many of our activities and opportunities are volunteer-led or inspired, and it is important that the skills and expertise of volunteers are respected, celebrated and encouraged.

Expectations around Communications and Outreach

Effective internal and external communication is essential to how our project team makes decisions, manages risks, and lives its values. We strive to be open, honest and fair, and endeavour to do this through enabling equal opportunities for access to information, providing feedback and for involvement in decision making conversations. You will develop external communications in line with our aims to encourage involvement and participation, celebrate environmental action, and reflect our approaches, contributing to social media, our website, local journalism, and through talks and presentations which are all key elements of this role.

Person Specification

We welcome applicants with a passion for sustainability and interest in food. Characteristics we hope to see in the team: adaptability; ambition; collaboration; compassion; curiosity; enthusiasm; leadership; people-centred; passion; self-reflection.

As an inclusive employer, we encourage applications from people from all walks of life; if you feel you do not meet all the criteria, but can see yourself excelling in the role, do feel welcome to apply.

Criteria	Essential	Desirable
Qualifications / Education / Training	Food Safety Level 2 Certification (or willingness to complete)	Food Safety Level 3 Certification
	First Aid at Work Certificate (or willingness to complete)	Mental Health First Aid Certificate
		Safeguarding training
Experience	Event organisation or food-related workshop delivery; including digital marketing	Facilitating discussions using participatory methods; deliberative democracy, co-design etc.

	Events catering and food handling experience; processing, cooking, preserving, storage, labelling	
	Designing and delivering a food safe kitchen space / food safe kitchen management system including risk assessments	
	Volunteering or volunteer coordination	Providing training / mentoring / coaching (including appraisal and feedback)
	Experience / the ability to work with a diverse range of individuals or groups including minority groups and/or marginalised people	Working on an externally funded project / not-for-profit / third sector / social enterprise (inc. monitoring and reporting)
Skills / Attributes	Basic Welsh language skills or a willingness to learn	Proficient Welsh speaker, able to write in Welsh
	Ability to motivate and inspire, building good relationships with volunteers, customers, community groups and external stakeholders	
	Ability to work independently, self motivated, with good time-management skills	
	Computer skills: word processing; email; social media. Able/ willing to learn Google suite; host online meetings	Promotion and marketing
	Writing skills (both engaging and grammatically correct)	Compiling funding applications
Knowledge	Knowledge or understanding of sustainability, behaviour change and community development	Awareness and understanding of systems change and systems thinking, in the context of food systems change
		Knowledge of Wellbeing of Future Generations Act (Wales) 2015, including the 7 Well-Being Goals and 5 Ways of Working

How to apply - Please submit a current CV and a Covering Letter (no more than 2 pages) that tells us why you are applying for this role, why you would like to work with Aber Food Surplus, and how you meet the requirements for the role.

Additionally, please think about a food-related workshop or demonstration you would like to deliver, and submit an advertisement for this activity - this could be in the form of a poster, or social media post; candidates who are selected for an interview will be asked to give further information about how they will approach delivering the activity.

Please send this to Aber Food Surplus, Suite 2, Loveden House, Bridge Street, Aberystwyth, SY23 1QB, or email to afscommunityhub@gmail.com. If you have any questions about the role or application procedure, please do not hesitate to email questions to us, or to arrange a call back.

Thank you for considering applying to Aber Food Surplus. We look forward to hearing from you!

We will let all applicants know whether they have been selected to proceed to the interview stage.

This post is funded by the National Lottery Community Fund.