**Job Description**

Job Title: **Community Coordinator**

Reporting To: **Head of Community**

Salary: **£25,000 - £30,000**

Contract type: **Permanent**

**About The Felix Project**

The Felix Project is London's biggest food redistribution charity and the largest end-to-end food redistribution charity in Europe.

Our vision is a London where no one goes hungry and good food is never wasted.

We rescue surplus food from businesses, supermarkets, restaurants and farms. This food is nutritious, in-date, and safe and includes a high proportion of fresh vegetables, fruit, meat and fish. If we did not rescue this food, it would be at risk of going to waste. Instead, we deliver it free of charge to London charities, schools, food banks, COVID food hubs and other organisations serving people in need. Our food is a vital lifeline for children and families, people on low incomes, people who have lost their jobs, the homeless, refugees, domestic abuse survivors, the elderly and keyworkers.

We are a very ambitious and dynamic young charity and we haven’t stopped growing since we were founded in 2016 in memory of Felix Byam Shaw, by his father, entrepreneur Justin Byam Shaw. We recently ran a very high-profile media campaign with the Evening Standard and Independent, raising £10million to feed London. We have celebrity endorsement from Reece James, Phoebe Waller-Bridge and Jack Whitehall, Steven Fry, James May and many others.

Last year we delivered enough food for 21.1 million meals to help people in need. We have continuing major growth plans for the next 4 years, with a target of delivering enough food for 100 million meals by 2024. Because nearly all the food we receive is donated by the food industry and volunteers, every £1 of expenditure redistributes £10 worth of food.

**Purpose of the Job**

The Community Team works within Operations focusing on the development, delivery and support of the Felix mission that no one goes hungry through the growth of the network of charities, community groups and other key stakeholders involved in the support of vulnerable Londoners. The Community Coordinator role will explore and develop partnerships with a wide range of organisations that will help to build the network’s capacity to accept and distribute food as we work towards distributing 42,000 tonnes a year, or the equivalent of 100 million meals by 2024.

You will identify, develop and deliver an end-to-end engagement service to our network of community organisations to ensure we are at the forefront of any service offering involving food for the vulnerable. Your work will allow us to effectively monitor and evaluate our growth against our strategic objectives including ensuring recipients of our food are compliant with all relevant legislation and guidance as required by our food partners.

**Duties and Accountabilities**

* Contribute toward Felix achieving its network growth targets in line with the objectives for food supply and operational capacity
* Working with Head of Community Engagement & Community Partnerships Manager identify, develop and maintain relationships with our network of community organisations to achieve mission objectives
* Develop, maintain and support our engagement service to support end-to-end lifecycle and achieve long-term sustainable partnerships
* Regular reporting and measurement against agreed KPIs
* Proactively engage and collaborate with all teams within Felix to increase impact and quality of service delivery
* Deliver innovative services compliant with all relevant legislation and standard operating procedures including food safety, health and safety, data protection and volunteer policies etc
* Act as an ambassador for The Felix Project as required

**Person Specification**

You will have proven relationship management experience in the charity or commercial sectors and bring a passion for our work and an ability to translate strategy into action. You will be entrepreneurial seeking out solutions to effectively achieve mission objectives whilst delivering maximum social impact and continue to raise the profile of The Felix Project. You have an energetic, positive and can-do approach who is not afraid to roll their sleeves up and get hands-on as the operation requires.

**Essential skills/knowledge relevant to this role**

* Successful track record in a relationship management position in charity or commercial sector
* Adept at managing a range of stakeholders from senior management teams to grass roots organisations
* Proven track record in delivering innovative solutions
* Ability to work effectively to ensure compliance within clearly defined systems and processes
* Credible as an external ambassador, equipped with excellent communication and influencing skills
* Ability and willingness to work in a busy environment
* Ability to work within a team of varied individuals with a positive attitude
* Committed to reducing food waste and fighting food poverty

**Desirable skills/knowledge relevant to this role**

* Committed to reducing food waste and fighting food poverty
* Flexibility in terms of working hours
* Food Safety Level 3
* Full UK Driving Licence (with no more than 6 points) held for at least 1 year – over 21 for insurance purposes

**What you’ll get in return**

You will be working in an upbeat, innovative charity with strong vision, ambition and a fantastic culture and leadership team. This role is located across our operations based in: Deptford, Enfield, Park Royal and Poplar with an expectation that you will work in any one of these locations as required as part of your duties. The salary is c£25,000-£30,000 per annum (dependant on experience), 25 days annual leave + bank holidays.

Contract Type: Permanent

Hours: 37.5 hours per week

Application procedure

Please send your CV with a covering letter demonstrating your suitability for the role to recruitment@thefelixproject.org with ‘Community Coordinator’. We are looking for a candidate who can start immediately.

Recruitment timeline

Applications close: 5pm, Sunday 24th October

First interviews: Wednesday 3rd November

Second interviews: Wednesday 17th November