Job Description

Job Title: Gleaning Co-Ordinator

Reporting To: Supply Manager

Salary: £22-24k Pro Rata

Contract type: 12-month fixed term contract, 0.6 FTE (3 days a week)

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 £10 million to feed London. We have celebrity endorsement from Reece James, Phoebe Waller-Bridge and Jack Whitehall, Stephen 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 Gleaning Co-Ordinator is an important role in our rapidly growing charity. You will be required to oversee all gleaning activity, this involves contacting farms to understand opportunities available, preparing equipment and liaising with key stakeholders across the organisation and managing volunteers on the gleans. You will need to be able to attend the gleans when they occur and carry out risk assessments beforehand while managing the glean on the day.
Duties and Accountabilities

- Lead all gleaning activities.
- Develop and maintain relationships with farms.
- Manage the gleans, taking responsibility for each gleaning event.
- Be the first aid point of contact at each glean.
- Volunteer co-ordination, training and supervision
- Resource planning
- Acting as the gleaning ambassador for The Felix Project
- Regular reporting and measurement
- Work within the parameters of the gleaning budget
- Flexible approach to be able to take advantage of all gleaning opportunities when they arise.
- Document gleaning days through photos and video media

Person Specification

You will have a passion for farming, be enthusiastic, organised and proactive, have a knowledge of seasonal produce and the ability to connect with numerous stakeholders including farmers and the volunteers that will support you on the gleans. Be flexible in the days you work - gleaning will peak in September & October but will see activity throughout the year.

Essential skills/knowledge relevant to this role

- The ability to attend gleaning days on farms and participate in demanding physical activity, sometimes negotiating difficult weather conditions.
- An understanding of the farming industry
- An excellent telephone manner and negotiation skills, particularly when dealing with farmers.
- Excellent communication skills and interpersonal skills
- Knowledge and experience of developing and implementing compliance policies.
- Meticulous organisation skills and attention to detail
- Full UK Driving Licence (with no more than 6 points) held for at least 1 year – over 21 for insurance purposes.
- First Aid knowledge or a willingness to train to full first aid requirements

Desirable skills/knowledge relevant to this role

- Committed to reducing food waste and fighting food poverty.
- Flexibility in terms of working hours / days.
- Experience managing volunteers.
- Understanding of health and safety principles

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 can be located across any of our
sites including Park Royal, Deptford or soon to be opening Poplar but also at the farms that you glean on.
The salary is £22,000-£24,000 pro rata per annum (dependant on experience), 25 days annual leave (pro rated to 15 days) + bank holidays.

Contract Type: 12-month fixed term contract, 0.6 FTE
Hours: 22.5 hours per week – equivalent to 3 full days

Application procedure

Please send your CV with a covering letter demonstrating your suitability for the role to recruitment@thefelixproject.org with ‘Gleaning Co-Ordinator’.

Recruitment timeline

Applications close: 17th May 2021
First interviews: 27th & 31st May
(if applicable) Second interviews: TBA