

Job Description

Job Title: **School & Young People Programme Manager**

Reporting To: **Head of Community Engagement**

Salary: **£30,000 - £35,000**

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 Engagement Team is a new team created within The Felix Project focusing on the development, delivery and support of the Felix mission that no one goes hungry. The team will grow and support a network of charities, community groups, schools and other key stakeholders involved in the support of vulnerable Londoners. Reporting to the Head of Community Engagement you will explore and develop relationships with schools, both primary and secondary, as well as other organisations focused on young people that will help to build the network's capacity to take food in line with our Supply department's growth targets as we work towards distributing 42,000 tonnes a year by the end of 2023.

In addition you will identify and develop partnerships with schools, youth focused organisations and those working to provide food-centric education programmes, to develop a suite of initiatives that will offer the opportunity for the children and young people to develop a greater understanding of surplus food and how it can be used to create social and environmental impact in their communities. Your work will allow us to effectively monitor and evaluate these initiatives against our strategic growth targets as well as any funding related outcomes.

Duties and Accountabilities

1. Research, identify, develop partnerships with schools and organisations supporting young people that will receive our food to support the Felix mission and network growth targets in line with the objectives for food supply and operational capacity
2. Research, identify, develop partnerships with food education organisations to complement our food service
3. Develop initiatives that will engage schools and organisations supporting young people with all aspects of Felix's work, surplus food and the wider social and environmental impact of its potential in their communities
4. Develop, maintain and support our community engagement service throughout an organisation's relationship with The Felix Project
5. Ensure effective on-boarding of new organisations including all relevant compliance checks are undertaken and required data is captured and recorded in a timely and accurate fashion
6. Ensure timely reporting of network growth is communicated to Operation & Food Supply Teams to ensure food and logistics are able to support
7. Regular reporting and measurement against agreed KPIs
8. Proactively engage and collaborate with all teams within Felix to increase impact and quality of service delivery
9. Proactively engage with development of the community engagement service including use of new technologies, operational models and processes
10. Deliver innovative services compliant with all relevant legislation and standard operating procedures including food safety, health and safety, data protection and volunteer policies.
11. Act as an ambassador for The Felix Project as required

Person Specification

The Felix Project recognises the positive value of diversity, promotes equality and challenges discrimination. We welcome and encourage job applications from candidates from diverse backgrounds.

We particularly welcome applications from those of a black and minority ethnic (BAME) background, as BAME people are currently under-represented within The Felix Project.

You will have proven relationship management experience in charity, youth, education 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, and are not afraid to roll your 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, youth, education or commercial sectors
- Adept at managing a range of stakeholders from senior management teams to grass roots organisations
- Credible as an external ambassador, equipped with excellent communication and influencing skills
- Proven track record in delivering innovative solutions
- Ability to work effectively to ensure compliance within clearly defined systems and processes
- Hold or be willing to achieve Food Safety Level 3 accreditation within 1 month of taking role
- Good PC skills, particularly Microsoft Office
- Ability and willingness to work in a busy environment
- Ability to work within a team of varied individuals with a positive attitude

Desirable skills/knowledge relevant to this role

- Experience of working in an educational or youth focussed setting
- Experience of developing or delivering informational / educational sessions either in person, virtually or self-paced toolkits
- Full UK Driving Licence (with no more than 6 points) held for at least 1 year – over 21 for insurance purposes
- Committed to reducing food waste and fighting food poverty
- Flexibility in terms of working hours

- Willingness to engage in physical work to support Operational teams as required

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. The role is field based with use of any of The Felix Project's sites in Deptford, Enfield, Park Royal, Poplar encouraged with very regular travel between all locations as well as off site to meet with partners and external businesses within the M25. The salary is £30,000 -£35,000 per annum (dependant on experience), 25 days annual leave + bank holidays.

Contract Type: Permanent

Hours: 37.5 hours per week, between 08:30 and 17:00, although we can offer flexible hours.