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| Welcome Network Co-ordinator 3 Year Fixed Term Funded Part-Time/Full-Time Post (started as of May 2017) |

Job title

New post

Existing post

If you’ve ticked new post, will it be openly recruited?

Yes

No

Funded through Cheshire

West and Chester’s Health Inequality fund

We are looking for a dynamic and experienced individual to co-ordinate on an exciting new project across Cheshire West and Chester developing the Welcome Network. This will be a 3-year post working on reducing the underpinning factors of food poverty and ‘holiday hunger’ in the area. Applicants will be expected to have a good understanding of issues that impact on both families and individuals which exacerbate food poverty and take both a strategic and active delivery/involvement role in all project activities and events. The post will be based at Healthbox CIC but activities will be based across Cheshire West and Chester. The Welcome Network is a coalition of organisations including Healthbox CIC (grant recipient), Chester Voluntary Action, Citizen’s Advice Bureau and West Cheshire Foodbank. The role will involve close partnership working with Welcome Network partners and the wider community.

What will this person do on your project?

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| The Co-ordinator will be responsible for;   * Day to day running of the Project * Assisting in coordinating Meeting Places and services offered as part of the Welcome Network * Relaying information throughout the Network and supporting the Poverty Truth Commission’s ambitions * Assisting in co-ordinating and recording the Welcome Network and sub group meetings * Organising events * Supporting the evaluation of the Meetings Places * Encouraging strategic level collaboration in support of local food poverty * Delivery of activities/sessions as required * Coordinating volunteers and organising upskilling opportunities * Participating in monthly team meetings to foster links and referrals between existing Healthbox CIC projects and additional stakeholders * Additional duties as required |

Who will this person report to?

Jessica Birks (The Welcome Network Project Manager) and Simon Sandford (Healthbox CIC Director)

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| Number of  hours  worked per week | Number of hours  worked per week on this project |  | Annual salary  £ |  | Employer’s pension  contribution  % | Redundancy  cost  (if  applicable) |
| 37.5 | 37.5 |  | £25,000 |  | 1% Year 1,  2% Year 2  3% Year 3 | N/A Fixed  Term  Contract |

Welcome Network Project Coordinator skills profile:

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| --- | --- | --- | --- |
| **Skills and experience** | **Desired** | **Essential** | **CV/Interview** |
| Previous experience of working in community projects | ✓ |  | CV and Interview |
| Experience of working in health promotion |  | ✓ | CV and Interview |
| Experience of working with a range of stakeholders, project partners and community members |  | ✓ | CV and Interview |
| A good understanding of issues affecting food poverty |  | ✓ | CV and Interview |
| Experience managing project finances | ✓ |  | CV and Interview |
| Working to deadlines |  | ✓ | CV and Interview |
| Presenting data in a variety of formats and reporting to a range of audiences | ✓ |  | CV and Interview |
| Relevant related degree or higher qualification | ✓ |  | CV and Interview |
| Clean driving licence | ✓ |  | CV/application |

All applications should be sent to:

Jessica Birks

Email: jess.birks@healthboxcic.com

**Closing date for applications: Monday 31st August 2017**

Make sure you enclose your CV and a statement outlining how you meet the desired and essential skills for this post.