



Employer:	West Cheshire Foodbank (WCFB)
Job description:	Locality Development Worker: Ellesmere Port and Neston area
Hours:	20 hours per week
Salary:	£28,096 p.a. pro rata (actual pay £14,014 for 20 hours/week)
Responsible to:	WCFB/CACW Partnership Transition Board*

* comprises West Cheshire Foodbank trustees and Citizens Advice Cheshire West managers

Based at: Ellesmere Port Citizens' Advice office, with travel across the Ellesmere Port and Neston area

1. Job Context

West Cheshire Foodbank and Citizens Advice Cheshire West Advice are close partners in a range of community projects to alleviate poverty. Both organisations are aiming to develop public spaces where local people struggling with poverty can connect with one another and with volunteers and professionals to give and receive support. The strategy involves a move towards relational activities rather than transactional provision and towards partnership-based working in a range of community contexts.

This "Meeting Places" strategy is also the vision of the emerging *Cheshire West and Chester Welcome Network*, a wider alliance of which both organisations are members.

This post is one of two roles focused on the Ellesmere Port and Neston area, the other being a 0.5FTE Community Advice and Support Worker employed by Cheshire West Citizens' Advice to deliver advice and support services through community locations.

The holders of these two posts will have separate employers but both:

- be co-located in the same office
- work together to develop meeting places in the Ellesmere Port and Neston area
- report to the same Partnership Transition Board

2. Job Purpose

The post holder's focus will be to foster the emergence of sustainable, contextually-appropriate Meeting Places across an assigned locality. By supporting local people and volunteers, collaborating with agencies, community groups and venues, the post holder will manage the transition of existing Foodbank Distribution Sessions into the Meeting Place model and nurture new community spaces that contribute to this vision.

3. Key responsibilities

Overall direction:

- In conjunction with the Partnership Transition Board and the CWCA Community Advice and Support worker, formulate, monitor and review the implementation of the Meeting Places Development Plan for the locality
- Engage community stakeholders in assessing need for and provision of Meeting Places. This will involve mobilising the gifts and capacities of local people, community groups and agencies to nurture Meeting Places.
- Ensure regular monitoring information is generated and made available to the Partnership Transition Board by:
 - supervising the work of the WCFB Research and Advisory Group
 - establishing and promoting best practice across Meeting Places in collating story forms and voucher statistics
 - responding to the regular and ad hoc information needs of the Partnership Transition Board

Volunteers:

- Visit each Meeting Place team once a month or as frequently as possible
- Provide volunteer induction into teams and ensure safe working environment
- Communicate policies set by WCFB trustees
- Support and enable each team to make the transition to a Meeting Place

Centres:

- Review practical arrangements and appropriateness of venues / locations
- Build strong working relationships and engage in problem-solving

Warehouse:

- Work closely with the WCFB administration team based at the foodbank warehouse to ensure smooth delivery of emergency food provision.

Agencies:

- Keep abreast of services and activities available
- Coordinate presence and input at FB distribution sessions

Input as required (but time restricted) into the following WCFB teams and groups:

- Communications team
- Research and Advisory group
- Fundraising group
- Corporate relationship building
- Churches friendship network
- Ambassador team

4. Summary of main Terms and Conditions

- Hours: 20 per week
- Salary: £28,096 p.a. pro rata (actual pay £14,014 for 20 hours/week) to be reviewed September 1st each year
- Expenses: reasonable expenses, including travel on a mileage basis, will be reimbursed
- Annual leave: 5 weeks, plus bank holidays on a pro rata basis to part time hours
- Place of work: Citizens Advice Cheshire West offices in Ellesmere Port
- Probationary Period: three months
- Pension and pension scheme: a stakeholder scheme will be offered in line with HMRC's prevailing regulations. A contracting out certificate is not in force.

