

A fantastic opportunity has arrived for our local community. We are seeking to appoint a community co-ordinator that will lead on an exciting project in the heart of Greenstead. Unity Primary Academy, in conjunction with Community 360, Colchester City Council and the Be Well Fund is launching a Community Kitchen.

The community kitchen would benefit everyone, young and old –pupils, parents, and the wider community. The concept will be delivering a flexible teaching space and fully equipped kitchen with commercial catering equipment. The Community Kitchen will be accessed separately to the school allowing community access throughout the year. The aim will be that all Pupils visit to begin their food education as well as offering a space for the community to come together to learn new skills and provide hot food for residents and the wider community. The Kitchen will be a place to bring people together.

The beneficiaries of the Community Hub will be the residents of Greenstead and surrounding areas. The Community Kitchen would complement the Community Fridge, Food bank and other facilities the school has already established within this space. Community, Health and Youth Groups will especially benefit from this space and the project.

We now need a community connector to coordinate this exciting project and drive it forward to become self-sufficient. You will be part of the local community and will need to make connections with the local community, local groups, liaise with agencies and other organizations to establish a unique place for the community. You will also be responsible for creating an income stream to continue this work for the future. The role will be based at Unity Primary Academy in the newly refurbished community kitchen and office.

The role involves 15 hours per week over a 3-year fixed term contract period dedicated to this role and the hours will be totally flexible – i.e. may include evenings, weekends and holiday time. Any weekend or evening work taking place beyond 15 hours, will be paid on contractual overtime.

Visits to the site is highly recommended. Please contact the school directly at admin@unityprimaryacademy.com if you are interested in this exciting opportunity or would like to arrange a site visit.

Essential features of the project will be:

- To hold regular sessions on a weekly or fortnightly basis
- To be participant driven, and all participants will be actively involved in the planning, preparation, and cooking of food and bringing together other organisations.
- Food prepared is shared among participants and/or members of their household

The main aim will be to:

- Increase the residents of Greenstead access to healthy meals
- Help the community to develop life skills such as growing of fresh food, budgeting, meal planning, cooking and social skills
- Support members of the community to connect and start new friendships

Job Specifications and skills looking for:

THE FOLLOWING SKILLS APPLY PARTICULARLY TO THIS ROLE	
Skill groups	Essential Skills
	We expect you to have:
Role-specific technical skills	<ul style="list-style-type: none"> • Understanding of the local area and demographic • Knowledge of funding streams • Knowledge of community development approaches and cross sector working • Ability to work under pressure and use initiative • Ability and willingness to learn new things • Political awareness
Partnership Working	<ul style="list-style-type: none"> • Be able to communicate well with different people in order to deliver projects • Be able to persuade and influence people to get involved with projects • Be able to encourage people to develop the skills required to become sufficient
Impact and Influence	<ul style="list-style-type: none"> • Be able to build and use relationships indie and outside the organisation • Demonstrate cultural awareness • Be able to influence stakeholders • Be able to negotiate
Project Management	<ul style="list-style-type: none"> • Be able to think creatively to ensure the development and implantation of ideas • Be able to initiate and organise projects with anticipated outcomes • Be able to manage several projects at one time • Be able to plan and prioritise steps in delivering projects and monitor outcomes • Be able to report on progress of projects • Meet deadlines • Understand risk management • Be able to problem solve
Administration	<ul style="list-style-type: none"> • Be methodical and organised • Be able to plan, monitor and prioritise • Be logical • Have intention to detail and accuracy
IT Skills and willing to develop skills of:	<ul style="list-style-type: none"> • Microsoft Outlook and Word • Microsoft PowerPoint • Microsoft Excel

The role

Post: Community Coordinator

Contract: Fixed term 3 years for 15 hours per week 52 weeks per year. Monday to Friday. May include additional hours on evenings, weekends and School Holidays (Flexible based on need and paid on an overtime basis)

Salary: NJC England and Wales, Scale point 2-6
FTE £22 366 to £23 893 subject to cost of living pay rise tbc.

Application deadline:	Midday, Friday 22nd November 2024 however applications will be assessed on receipt.
Interviews:	Friday 29th November 2024
Contract Details:	Fixed Term contract – 15 hours per week 52 Weeks a year may include evenings, weekends and school holidays (Flexible based on need)
Salary:	NJC SCP 2-6 , Full Time Equivalent £22 366 - £23 893 subject to cost of living increase tbc. (Pro Rata)
Start date:	As soon as possible



Unity
Primary Academy