



THE FOUNDATION FOR ACTIVE
COMMUNITY ENGAGEMENT

Foundation for Active Community Engagement (FACE)

Based at: St Andrews MYC, Elm Park, Filton, Bristol BS34 7PS

Post Description	Social Enterprise Development Worker
Employer	Foundation for Active Community Engagement (FACE)
Managed by	Charity Director
Hours	14 hours p/week, to include occasional evenings/weekends
Salary	£15.10p.h.
Purpose of the job	To manage and develop FACE's new social enterprise 'food kiosk' project. To bring the opening of the food kiosk to fruition. To recruit and manage volunteers and staff working on the social enterprise project, who will have learning or social disabilities. To fundraise for the continued development of the social enterprise project.
Funding	This post is currently part-funded for one year, with expectation for extension and hours to be increased, but is dependent on continued funding. Part of the role will be focused on targeted fundraising to support the continuance and development of this work.

Main duties and responsibilities

1. To lead the vision of FACE's food kiosk social enterprise project to fruition; *This will include understanding and embracing the vision, and actively undertaking the planning, development and management of the business plan.*
2. To take an active role in securing funding and managing an ongoing budget to ensure the project starts successfully. To develop new partnerships, and seek out new funding opportunities in order to enhance FACE's offer to the community; *This will include researching new funding streams and applying for funding, with agreed targets for fundraising to be met. This will include meeting with partners and exploring new links. This will include working with the Charity Director and Treasurer to implement a realistic budget and to ensure this is resourced and maintained effectively.*
3. To ensure FACE complies with legal and governance requirements as necessary to comply with national and South Gloucestershire Council 'Food Business' standards. To ensure the food kiosk is set up and run effectively to meet HACCP principles and safeguard the public; *This will involve understanding food safety management requirements. This will involve creating and maintaining policies and procedures for all aspects of the food kiosk, reporting any concerns / issues on a regular basis to the Charity Director. This will include responsibility for ensuring food practices are safe and the risk of contamination, allergic reactions or food poisoning of customers is minimised.*
4. To lead communications with Filton Town Council, South Glos. Council, suppliers, contractors, partners and other agencies as appropriate to ensure the safe and efficient setting up and future delivery of the food kiosk. To complete administrative and reporting tasks as required; *This will include liaising with the Town Council Clerk and Grounds-staff, South Glos. Council officers, Suppliers, Contractors, and Charity Director on a regular basis. This will include keeping workspaces and electronic equipment tidy and maintained, completing reports, and keeping communications and administrative monitoring up to date.*
5. To lead on recruitment of food kiosk workers and maintain staff rotas. To provide supervision and guidance to food kiosk workers and volunteers, to ensure they are supervised and work practices are developed appropriately. To understand and empathise with the complexities of recruiting and managing staff who have learning or social disabilities, whilst maintaining

appropriate management standards; *This will include ensuring appropriate staffing ratios and safe working conditions are upheld. This will include understanding the needs of people with learning and social disabilities and ensure working practises are accessible and appropriate. This will include understanding Safer Recruitment processes and conducting interviews, and regular review meetings with staff. This will include liaising with the Leadership Team, and reporting quarterly on staff development targets.*

6. To be responsible for the safety and security of the food kiosk premises, staff working there, and money collected there. To ensure the good Health & Safety of the Kiosk premises and good Well-being of all staff and users is maintained. To ensure procedures are implemented, maintained and carried out by all staff in an organised and safe way e.g. for opening and closing, money handling, setting up and clearing away of all equipment, food handling, waste, and cooking. *This will involve ensuring policies and procedures are implemented and followed, responding to incidents and concerns in line with FACE procedures, being responsible for keys, turning on/off alarms, locking/unlocking doors and ensuring equipment and food is put out and cleared away safely to prevent injuries, breakages, or theft. This will also include transporting money to FACE (not leaving it at the kiosk) in line with FACE's procedures for this.*
7. To encourage support for the work of FACE by fostering good relationships with members of the Filton Community and promoting FACE's wider offer to the community as with all staff at the food kiosk being a 'friendly face of FACE'. To attend community and partnership meetings as appropriate to advocate and represent FACE and ensure member's views and voices are included in local community action plans. To take an active role in meetings and ensure FACE is an active partner in the community. To build appropriate links with other organisations; *This will include: being aware of and promoting FACE's wider offer within the area and how members of the community using the food kiosk may become more involved. This will include attending meetings, reporting back and updating staff to ensure all are kept abreast of community plans. To lead on promotion of FACE's activities to customers and staff, and the good work of FACE in the community. This will involve promoting and upholding the core values of FACE throughout all communications with others.*
8. To be an active and integral part of the FACE leadership team, acting as champion and liaison for the social enterprise project staff and also ensuring the views of the staff team and members are heard at all levels of the charity. *This will include attending leadership team meetings, reporting back after meetings to ensure all are kept up to date. To take a lead on promoting participation in the wide range of FACE's activities and role modelling behaviours and actions to other staff and volunteers.*
9. To take positive steps to counter discrimination however and whenever it occurs; to observe equalities legislation, and to operate within Safe From Harm guidelines; *This will involve taking a lead on challenging behaviour and attitudes sensitively, ensuring that everyone follows FACE's rules and policies, as well as helping to form and develop future policies and procedures. This may also include whistle-blowing if colleague's practice is witnessed which goes against the policies and ethos of FACE.*
10. To develop and maintain personal and professional skills and capability through on-going training and to participate in staff team (and individual) development activities as required, in order to develop the work of FACE and the post holder's skills and abilities; *This will include being fully involved in identifying training needs, evaluating and reflecting on the work, and completing supervision sessions as required. This will include maintaining training and development in HACCP, Food Safety & Hygiene, First Aid, Fire Safety, and other relevant areas of work.*

Person Specification

Qualifications:

A minimum Level 3 qualification in a relevant area of work is essential for this post. *(A trainee post may be considered, dependent on experience)*

A Level 3 Food Hygiene and HACCP certificate is essential (or a willingness to undertake the training immediately after starting).

A qualification in food preparation, culinary skills, or food hygiene/safety is desirable.

A willingness to learn and commitment to professional and personal development is essential.

A First Aid qualification is essential (or a willingness to undertake the training).

A good range of qualifications is desirable, to evidence ability to complete the wide range of administrative and management tasks required in this post.

Skills:

You must be approachable and have an open communication style that enables you to communicate easily with people.

Your communication style must allow you to control both group and one-to-one situations with people, whilst ensuring that your interaction with them enables them to learn across the social education curriculum and practise their social skills.

You will be working with and managing people with social and learning disabilities and mental health issues, therefore experience in this field is essential.

Experience of working in a food outlet, café, restaurant or kiosk is desirable.

Experience of barista training or using a coffee machine would be advantageous.

You should be observant and able to easily adapt to changes around you.

You should be methodical and organised in your planning and delivery of work targets and time management.

A good working knowledge of Microsoft packages is essential, as you will need to be able to understand and update Excel budget reports and write reports using Word.

Good leadership qualities are essential, both in regards the leadership of staff and customer service.

Awareness of Health & Safety, Safeguarding, Data Protection, Information Sharing, and Supervision of others are essential.

Personality:

Our members can be unpredictable and demonstrate lively, challenging, or emotional behaviours so you should have an ability to work within this environment in a safe and calm manner.

You should be self-motivated, honest and reliable.

You should be compassionate and patient, with a good sense of what is fair.

You should be aware of your own values and how these affect your judgements.

An ability to promote the learning of information and social skills through fun and 'safe' activities is essential, as is the ability to act as a 'listening ear' to the problems of some members and offer unbiased advice so that they may make their own informed decisions.

You should be encouraging and motivating to others, and a fair and trusted enabler of action. Your practice should inspire others.