



The 2nd Chance Café Project

Development Manager

The Context:

The 2nd Chance Cafe is an innovative and exciting project, based at St Mary's in Stoke Newington, that uses food as the vehicle for building community, reducing social isolation and addressing the scourge of both food poverty and food waste. The main element of the project is the lunchtime café which runs two days a week (Thursday and Friday), by volunteers from all walks of life. It operates on a 'pay-as-you-feel' basis, using upcycled, out of date fruit and veg donated by local food outlets, to create delicious soups and smoothies; local people supply home made cakes.

Due to the success of the Café we are now seeking to appoint a **Development Manager** to a) ensure the sustainability of the Café and b) introduce the second element of the Project which will be to deliver two 'Food for Thought' events during 2022.

We are looking for someone who:

- is passionate about building community through food;
- identifies with the values of inclusivity and empowerment especially among the more marginalised and is interested in the politics and economics of food;
- can work alongside, encourage and inspire a wide diversity of volunteers (experience of working with volunteers is crucial);
- is self motivated and able to hold the big picture whilst being attentive to detail.

Role and Responsibilities:

The Cafe:

- * Ensure volunteers are well supported and confident in their roles, including:
 - liaising and working closely with the volunteer supervisors who oversee the running of the cafe (one on a Thursday and one on a Friday);
 - ensuring all volunteers receive training as appropriate (including 'Safeguarding' and 'Food & Hygiene');
 - being prepared to 'jump in' and plug any gaps as necessary;
 - ensuring the volunteer rota is produced and shared in good time;
- * Order supplies for the café
- * Work closely with the St Mary's Administrator ensuring:
 - Policy Documents are up to date and adhered to;
 - volunteer contracts are in place;

Food 4 Thought:

- * Plan two 'Food 4 Thought' events in 2022, including:
 - identifying (in consultation with the Rector) relevant and thought provoking speakers for the events;
 - planning and delivering, with volunteers, 2 'high-end' suppers;
 - capturing and evaluating feedback so that ideas and areas for further debate and action can inform the development of the Café Project.
- * Work closely with St Mary's Administrator to produce all publicity relating to the suppers

Across the Project:

- * Take responsibility for the finances, ensuring all cash and card takings, purchases and expenses are recorded in a clear and transparent way;
- * Attend Management Board meetings (once a quarter) and give a full report on the Project to the Board members;
- * Research and complete grant applications to secure future funding for this post (ideally for the following 3 years);
- * Work with the Administrator to ensure the Project's digital presence is inspiring and promotes the Project responsibly.

Terms and Conditions:

This post is offered as a fixed term contract for 1 year.

The Development Manager will be supervised by the Rector with whom the post holder will meet on a regular basis.

The salary for this post will be £24,660 gross p.a. pro rata

The hours of work are 16 hours per week, to be worked as necessary for the smooth running of the Project. There is an expectation that as far as possible the Manager will be on site the days the Cafe is running.

All overtime must be agreed in advance with the Line Manager. Overtime may be taken as time in lieu.

There is a holiday allowance of 25 days annual leave pro rata, in addition to public, Bank or statutory holidays. Leave must be agreed in advance with the Line Manager, and applied for at least one month before it is required (except in case of emergency)

A workplace pension scheme is available.

Trial Period: Employment will be on the basis of a trial period of up to 2 months. During this period, employment may be terminated at any time with one week's written notice or payment in lieu of notice.

Notice period: After the trial period, one month's written notice must be given by either party (or payment in lieu of notice, save in the case of gross misconduct where no notice or payment in lieu will be due).

The post is subject to Enhanced DBS Disclosure.

***St Mary's Church, Stoke Newington Church Street, London N16 9ES
Charity No: 1133877***

