

**LUNCH CLUB DEVELOPMENT OFFICER**

**£22,968** (*per annum pro rata*)

Fixed Term for 11 months

14 hrs per week, including Wednesdays

**BACKGROUND:**

Link Up Whitfield is a community development project funded through Inspiring Scotland, The Rank Foundation, Big Lottery and Community Innovation Fund, and hosted by Volunteer Dundee. The project starts from the premise that the ingredients for lasting change already lie in the Whitfield community in the shape of the passion, strengths, skills, knowledge and interests of local people. Our Link Up workers work with local people to harness these assets, to establish the activities that community members want to participate in and support them to be a part of making that happen. Current activities include a Lunch Club comprising a weekly baking group, a gardening group and the Wednesday community café. The club has been running for over four years and now operates as a fully constituted group. Lunch Club has secured funding from Big Lottery Awards for All to fund a Development Officer on a part time basis to help them to become fully self sufficient.

**PURPOSE OF POST:**

To upskill and support the committee members to coordinate the general running of the community café and to recruit and support volunteers to assist in this. Support the development of new initiatives as identified by Lunch Club Committee. Improve sustainability and build capacity of the Committee.

**MAIN RESPONSIBILITIES:**

**Supporting the Lunch Club Committee to:**

1. Co-ordinate the general running of the café on a twice weekly basis
2. Recruit and support volunteers to participate in the running of the café, gardening group, etc
3. Organise/develop relevant training for volunteers
4. Undertake risk assessment for community café and participating volunteers and services
5. Ensure compliance with food hygiene regulations
6. Help the volunteers to coordinate the cooking and serving of food, and ensure premises and kitchen are cleaned up afterwards
7. Be responsible for cash handling, petty cash and balance of income/ expenditure
8. Provide a friendly, respectful and non-judgemental service to members of the public attending the café.
9. Help evaluate the project by gathering feedback from volunteers and those using the community café
10. Liaising with the committee to identify relevant training needs, devising/sourcing/delivering training to suit the needs identified.

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#### **OTHER DUTIES**

The job description is a broad picture of the post at the time of preparation. It should not be seen as an exhaustive list of all possible duties as it is recognised that jobs change over time. Should the duties change radically then the post and grading will be reviewed.

#### **RESPONSIBLE TO:**

Line management - North East Project Manager

Project outcomes - Link Up Lunch Club committee and Link Up North East Project Manager

#### **MAIN WORKING CONTACTS**

Lunch Club Committee; Lunch Club participants; volunteers; Link Up workers; Volunteer Dundee staff; other local community partners

#### **CONDITIONS OF SERVICE**

- These are set out in the organisation's conditions of service
- All staff meeting the qualifying criteria may join a defined contribution pension scheme provided by TPT Retirement Solutions. Current contributions are 5% employer and 5% employee.
- The organisation has an equal opportunities policy and seeks to be an equal opportunities employer.

**SALARY:** £22,968 per annum pro rata, i.e. £8,421.60

**HOURS OF WORK:** 14 hours, including Wednesdays

**CONTRACT:** Fixed-term for 11 months

**ANNUAL LEAVE:** 27 days per year (pro rata), rising one day per year according to service up to 32 days (pro rata), and Christmas closure

**TRAINING:** Staff may make an application to attend relevant training & conferences. They will also be required to attend training/learning events organised as part of Inspiring Scotland's national Link Up programme.



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SCOTLAND**

**NATIONAL  
LOTTERY FUNDED**