

# Limborough Hub Manager

The logo for Wen. is a red circle with the word "Wen." in white text inside.

<b>Salary:</b>	£32,000 pro rata
<b>Contract:</b>	Fixed term 12 month contract for 3 days (21 hours) per week
<b>Location:</b>	Based at Limborough Hub, 25A Limborough House E14 7AW
<b>Reporting to:</b>	Wen Co-Director Beth Summers
<b>To apply:</b>	Please complete an application form, and describe how you meet the essential and desirable criteria and send to <a href="mailto:jobs@wen.org.uk">jobs@wen.org.uk</a>
<b>Deadline:</b>	9am, 8 <sup>th</sup> December 2021
<b>Interviews:</b>	To be held 14th December 2021, online

## ABOUT THE ROLE

You will be leading Wen's exciting new community space – the Limborough Food Hub that will co-produce a year round programme of activities to enable community-led climate action through creating a better food system. Based in Mile End, Limborough includes a community garden, greenhouse, Chelsea flower garden, community training kitchen, an established food pantry (offering low cost food to people struggling to afford food) and a workshop space.

We are looking for someone imaginative, hardworking and passionate about the importance of food (growing it, cooking it, eating it, buying it) for community wellbeing and the climate. You should be highly organised and experienced at working in a community setting. By working collaboratively with local residents, you will ensure that activities at the hub are responsive and relevant to people's everyday lives.

The Limborough Food Hub forms a vital part of our new five-year climate action project in Tower Hamlets - Just FACT (A Just Food and Climate Transition). Working with local residents and community organisations, this ambitious new project focuses on reducing the environmental impacts of our local food system and designing genuinely community led alternatives.

Here at Wen, we believe that food has a unique power to bring people together across difference to create positive change collectively. It creates a place where we can share knowledge, skills and gain confidence to take high impact action together as a community. Food is also at the heart of many of Tower Hamlets residents' greatest problems. The Covid-19 crisis has starkly highlighted this as more people struggle to get the food they need, many families unable to afford healthy enjoyable meals, and more people than ever reliant on food banks.

It is vital we do everything we can to take action to prevent a climate crisis. This project believes improving our food system will be a vital part of the solution by creating a more resilient food system that works better for the happiness, health and wellbeing of our communities.



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## Key Objectives of the role

1. Lead the Strategic development and delivery of the Hub
2. Embed 'community-led' approaches and partnership working.
3. Fundraising and reporting
4. Understanding impact, sharing learning and inspiration
5. People and Premises management

## RESPONSIBILITIES

### Lead the Strategic development and delivery of the Hub

- To take overall responsibility for the strategic planning, management and direction of the Limborough Food Hub
- To work creatively to ensure the programme is developed in way that reflects Wen's values, for example using participatory approaches that include key staff, partners and local communities
- Oversee and support the delivery of a high impact delivery programme, liaising closely the Just FACT Programme Manager and Mobiliser to ensure activities build towards the larger aims of Wen and the Just FACT project.
- Oversee and support the Limborough Hub Co-ordinator develop and deliver Limborough's community facing programme of workshops, courses and events.
- Oversee and support the development and growth of new community-led projects at the Hub. This could include the trial of a Food Coop or buying scheme or a Community Composting scheme or other food and climate related initiatives

### Embed 'community-led' approaches and partnership working.

- Oversee key strategic relationships with stakeholders including Poplar HARCA, Burdett Football Club, The Food Store, LB Tower Hamlets, TH Food Partnership, Burdett estate board, local schools and Mosque.
- Ensure the programme is community led and responsive to their interests and issues they care about relating to food and our environment, working together with local people to shape the programme at the Hub and have ownership.
- Engage local residents with the Food Hub and its projects, ensuring the programme is well used and meets agreed targets around participation and impact.
- Identify and engage any missing key audiences or stakeholders, developing and implementing strategies to widen participation

### Fundraising and reporting

- Accountable for delivering Limborough Hub against agreed aims and terms outlined in the Just FACT grant agreement. Lead on the annual project planning and reporting
- Be the main liaison with the Just FACT project, participating in the quarterly partnership meetings.
- Seek opportunities to raise additional funds to expand the Food Hub's work, particularly by working with communities, staff and stakeholders to develop new innovative projects, as well as enable greater financial resilience long term.

Conduct regular monitoring and evaluation to understand the impact of the food hub, based on the plan agreed with the Just FACT Programme Evaluator. Use feedback to adapt and improve.

## **Understanding impact, sharing learning and inspiration**

- Working alongside the Limborough hub staff, our partners, local residents and community groups to find exciting and accessible ways to evaluate and celebrate impact
- Ensure learning is shared from Limborough's programme of workshops, courses and events in high impact ways that supports and resources others to amplify and replicate our work.
- Raise the profile and influence of the project by developing and curating regular communication channels with stakeholders, online audiences and local residents.
- Create inspiring content that amplifies local residents and community groups lived experience of building a resilient, sustainable and equitable food system.
- Actively participate in movement building locally and nationally, developing networks and partnerships with strategic partners.
- Act as an ambassador advocating for the importance of developing community based Food Hubs and food resilience.

## **People and Premises management**

- Overarching responsibility for transforming and maintaining Limborough into a thriving community hub that is welcoming, safe and accessible.
- Agree annual budgets with Programme manager, monitor and report on spending.
- Responsible for overall site management and operations, establishing the necessary systems and processes in place to ensure it meets the highest standards and is fit for purpose.
- To line manage up to 3 part-time staff, in line with Wen's intersectional feminist values and organisational processes.
- Responsible for overseeing and undertaking administration relating to the project, including using the civiCRM system for maintaining contact records.
- To manage the project budget, including ensuring accurate reporting and abiding by Wen's financial policies and procedures.

## **Other tasks**

- As a participatory organisation, staff are expected to be active in organisational decision-making processes and working groups.
- You may be required to undertake other tasks relevant to the role or the wider organization.

## PERSON SPECIFICATION

### Essential Experience & Knowledge

- At least three years professional experience in a project or site management role in the third sector, particularly in the environmental or community sectors.
- At least one year's experience in direct line management of staff.
- A proven strategic thinker who can work innovatively, identify and seize opportunities to achieve change.
- Demonstrated success delivering on a project, and developing projects as they grow.
- Ability to build effective collaborative relationships with a diverse range of groups and individuals
- Experience in developing successful funding proposals
- Track record of raising the public profile of projects you have worked on, particularly in sharing learning or resources
- Experience evaluating the impact of a project and reporting to funders.
- An understanding of the concepts around food and climate
- A commitment to taking an inclusive, intersectional feminist approach in your work and facilitating community led ideas.

### Desirable

- Experience in supporting and developing staff, building capacity and skills.
- Expertise in community food programmes
- Experience in Tower Hamlets, East London or other community work in an urban setting.
- Speaks Bengali