

Local Food Programme Manager



Salary: £34,000 per annum, pro rata

Contract: Permanent part-time post for 4 days (28 hours) a week

Location: Tower Hamlets (various), with occasional remote working.

Based at Wen's main Shoreditch office and/or Limbrough Hub (Poplar). Due to the nature of this role we would encourage as much in-person working as possible.

Reporting to: Head of Programmes

To apply: Please complete an [application form](#) and [equal opportunities form](#) and send to jobs@wen.org.uk

Deadline: 10.00am on Monday 18th July

Interviews: w/c Monday 25th July

About the role and Wen's Local Food Programme

Are you passionate about championing community-led food projects and creating a fairer, healthier, and more sustainable food system? We are seeking a pro-active and dynamic person to co-ordinate and grow the Tower Hamlets Food Partnership and manage Wen's local food projects.

The [Tower Hamlets Food Partnership \(THFP\)](#) was established in 2018, bringing together the council, community organisations, social landlords and local businesses. Registered with Sustainable Food Places, the Partnership links closely with Wen's work over the past 15 years supporting community food projects and partnerships in the borough. As the convener of the THFP you will have a strategic view of the local food system, coordinating individuals and organisations across sectors to take action for a sustainable and equitable food system.

Your role will strategically lead on our Tower Hamlets Food Partnership key action areas:

FAIR FOOD FOR ALL: Convening a joined-up, multi-agency group, collaboratively tackling food poverty and insecurity. Working in partnership you will support activities that enable people in the borough to access nutritious, culturally-appropriate and affordable food with dignity.

FOOD AND CLIMATE: Convening the Just FACT Forum, bringing together strategic partners biannually to advise and resource our ambitious five-year [Just Food and Climate Transition Programme](#). Working alongside the Just FACT Programme Manager you will explore how to influence more action on food and climate within the borough.

Local Food Programme Manager

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COMMUNITY FOOD NETWORK: Building the capacity, connections and collective power of Tower Hamlets' community food projects and social enterprise. This currently includes: Overseeing the work of [Tower Hamlets Food Growing Network](#), supporting the work of the Green and Grow Co-ordinator. Wen has also been coordinating the network for over 10 years. It is comprised of local food growers, community gardens and housing associations. The network organizes seasonal events for residents to learn, grow and eat together, share tips and resources and make the borough a better place to grow your own.

Overseeing a collaborative project called [Food Lives Tower Hamlets](#). Working in partnership with University of Sussex, Food Lives Tower Hamlets (previously called 'Food Stories') is based on the St George's Estate, Shadwell, and explores the role food plays in our lives and the importance of history, culture and heritage to our food habits. Food Lives Tower Hamlets is part of a 5-year research programme funded by UKRI and led by University of Reading, [FoodSEqual](#).

GOOD FOOD PLACES: Developing a workstream and action group focused on local economy; that supports nutritious and culturally-diverse food to be available and celebrated on our streets, estates and neighbourhoods, and in our local shops and markets.

We particularly encourage applications from People of Colour/ People of the Global Majority, LGBTQI+ people, people with disabilities, and those who identify as working-class/ from low-income backgrounds or who have done so in the past. This is because these groups are currently underrepresented in our organisation. Where two or more candidates are judged to be of equal merit, priority may be given to a candidate who belongs to a group less represented at Wen.

Wen are committed to anti-racism and inclusive intersectional feminism which acknowledges how race, class and sexuality intersect with gender in our day-to-day lives. We are open to all genders and we are actively working towards being a trans inclusive organisation.

Key Benefits

- 25 days annual leave plus bank holidays, pro rata
- Pension scheme, contributing 6% of salary. Under auto-enrolment, eligibility to join is after three months
- Access to Employee Assistance Programme
- Flexible and hybrid working available
- Access to training and development opportunities.

Key responsibilities

Tower Hamlets Food Partnership management and development

- To take overall responsibility for the strategic planning, management and direction of the Tower Hamlets Food Partnership.
- To steer THFP efforts towards common goals as defined in a co-created action plan. Ensure this plan is relevant, up to date and well communicated, and that agreed project outcomes are delivered successfully and on time.
- Develop effective partnership action groups, delegating their coordination where appropriate and identifying opportunities for joint working.

Local Food Programme Manager



Wen.

- Strengthen and build relationships with partners and stakeholders to increase membership, particularly involving under-represented groups and sectors, thinking innovatively about how food issues intersect with a broad range of interests.
- Amplify community voices to influence policy and decision making at a borough level.
- Engage with the Sustainable Food Places network, adapting its framework to the Tower Hamlets context.
- Regularly report to wider Partnership and stakeholders.

Food Programme strategic oversight and management

- Shared strategic responsibility for developing and delivering Wen's Local Food Programme, working closely with our Just FACT Programme Manager, and working collaboratively with the Wen team and partners.
- Support a small team of 3-5 members of staff, currently including the Food Growing Network Coordinator and Food Lives Community Researchers.
- Manage budgets and fundraising responsibilities for THFP and the Food Growing Network, including developing fundraising bids and securing contracts for other local food projects.
- Facilitate positive, collaborative communication and team work across the programme and strengthen links with Wen's other areas of work and national campaigns.
- Undertake or otherwise ensure effective administration.
- Understand, identify and seize opportunities for delivering high impact change.
- Ensure that work and projects are developed and delivered in line with Wen's inclusive, intersectional and feminist values.

Influencing and movement building around improving food systems

- Develop knowledge and expertise in key areas of the local food system and spot opportunities to build food into local policy and decision-making in the borough
- Keep abreast and raise awareness of relevant pan-London and national policy and coordinate the partnership's scrutiny of relevant policy
- Actively participate in movement building locally and nationally, nurturing relationships with existing partners and building new ones.

Celebrating impact and sharing learning

- Develop and deliver an appropriate communications plan for Wen's Local Food Programme including web content and social media posts
- Prioritise using platforms to amplify community voices, supporting inclusive and empowering narratives about improving our food system in line with our values.
- Ensure that suitable monitoring and evaluation data is collected from across the programme and with partners to evidence impact, shape projects and fulfil reporting requirements.
- To build the profile the Local Food Programme, identifying local, national and international platforms where project learnings can be shared, and representing Wen.

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 organisation.

Local Food Programme Manager

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Person specification

Essential

- At least 2 years' experience in coordinating the delivery of a project or programme
- Proven ability to think strategically, working in collaboration with multiple stakeholders
- 2 years of relevant experience of any kind [you could tell us about your work in project planning, policy, food systems, campaigning, community organising, or another area you think is relevant].
- An understanding of the policy environment around local food systems, particularly within cities, and an ability to identify opportunities to advocate for change
- Proven track record of successfully securing grant funding and/or contracts
- Proven ability to efficiently organise meetings and carry out administrative duties
- Excellent communication skills; the ability to disseminate information to a wide range of audiences and across platforms, ensuring maximum access
- Experience of working across diverse communities
- An interest in using feminist principles and participatory approaches in your work, and a commitment to social, environmental and racial justice.
- Self-motivated and able to work proactively, independently and flexibly
- An enthusiastic, inclusive and friendly approach to working with people and communities

Desirable

- Experience of policy environment work or local government
- Experience of managing, coaching and supporting others in their roles
- Experience of living or working in Tower Hamlets, knowledge of its geography, heritage and residents
- Experience and understanding of Sustainable Food Places, its purpose and goals
- Speaks Bengali or another relevant community language for Tower Hamlets, and would be happy using this language for work.
- Particular interest or experience of local food economies.

About the recruitment process

To apply for this role please fill in the application form and the equal opportunities form. We will be marking your application based on how you fulfil the person specification. Make sure your statement answers the points on the person specification. You may want to use the points as subheadings in your response. You should prioritize covering the points in the person specification thoroughly above the 'flow' of your writing.

Let us know if there's any reasonable adjustments you'd like us to make in the application and interview process in view of a disability or health issue. If you have any questions about the role or the application process, please email jobs@wen.org.uk We are happy to talk over the role with you in more detail, and having questions now will not count against you in the interview.

About Wen

Wen works both in East London and nationally to support women and their communities to take environmental action. We work across a wide range of environmental issues, including building

Local Food Programme Manager



resilient and sustainable local food systems, food growing, nature based wellbeing sessions in women's refuges, our Environmental campaign and our work on a UK Feminist Green New Deal.

Wen has been supporting women and communities to grow their own food, and become advocates for environmental action in Tower Hamlets, for over ten years. Wen leads on the Tower Hamlets Food Partnership, bringing organisations and individuals together to build a better food system for everyone in Tower Hamlets. Members include housing providers, food charities, small businesses, schools, social enterprises, community gardeners and the council.

Wen strives to take an inclusive and intersectional approach to everything we do, and are actively trying to improve this through our participatory leadership model, the types of projects and campaigns we choose to work on and movement building.

- We are online: www.wen.org.uk
- Instagram: [@Wen_UK](https://www.instagram.com/Wen_UK)
- Twitter: [@Wen_UK](https://twitter.com/Wen_UK)
- Facebook: www.facebook.com/WEN.UK1988

For more information about the Just FACT programme please see: <https://www.wen.org.uk/just-fact/>