**Laurence's Larder**



**JOB DESCRIPTION AND PERSON SPECIFICATION:**

 **PROJECT DEVELOPMENT MANAGER**

**JOB DESCRIPTION**

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| **Job title** | Project development manager, St Laurence’s Larder and Open Kitchen |
| **Contract and pay** | 18-month fixed-term contract£32k annual equivalent with a three-month probation period |
| **Reports to**  | The chairman of the board of trustees |
| **Accountable to** | The board of trustees |
| **Hours of work** | Full-time: 36 hours a week Job- share considered |
| **Base** | Home initially mostly and at Christ Church Brondesbury on the corner of Christchurch Avenue and Willesden Lane, NW6, with travel to partner organisations as required as Covid restrictions permit. |
| **Starting date** | To be agreed with post holder; as soon as possible |

**WHO WE ARE**

St. Laurence’s Larder and Open Kitchen (Laurence’s Larder) was established around 8 years ago to provide a warm welcome and fresh food for those struggling to make ends meet in our community and beyond. In 2019 Laurence’s Larder became a registered Charity.

https://www.laurenceslarder.org.uk/

Before the pandemic forced us to curtail our services, we were open every Tuesday and Thursday from 10am to 1.30pm to anyone in need – no referral needed. Our usual service provided for up to 70 people each day of opening :

* a three-course meal which was typically soup, a pasta dish or other substantial dish such as cottage or fish pie followed by a pudding such as crumble and custard or fruit salad. For those in even greater need, we can provide dried and tinned food for a few days to take away
* clothes washing facilities
* showers
* a clothes bank
* opportunities for guests to get advice and support on drug, alcohol, benefits and housing issues from partner organisations
* food parcels for families at a local school.

Social distancing requirements meant we had to close for a few months, but since we re-opened in September we have been offering take-away hot meals and store cupboard essentials in order to provide a service to our guests while minimising social contact.

The Larder is currently run entirely by volunteers and relies upon donations to meet its essential needs. It works closely with Christ Church Brondesbury, churches and other faith groups, community groups, charities, , businesses and the public to support our guests. They include people who are homeless, have mental health problems and problems with drugs and alcohol, are ex-offenders, refugees and asylum seekers. The Larder is open to people of all faiths and none.

**THE ROLE OF THE PROJECT DEVELOPMENT MANAGER**

This 18-month fixed contract role is supported by Brent Council through its Neighbourhood Community Infrastructure Levy (NCIL) fund. It will build on our work to date, taking lessons from the COVID-19 pandemic, to develop the Larder into a community hub operating as part of a matrix of local services working to address need.

This will involve working with the trustees to establish a project development plan (PDP) to establish:

* the nature of the need the Larder will seek to help address, in collaboration with our partners
* the potential for the Larder to address this need now and in the future
* the developments that will be needed to reach our potential
* a strategy to achieve these developments.

**OVERALL RESPONSIBILITIES**

* Project manage the development of the Larder over the next 18 months
* Deliver the PDP as agreed with trustees and Brent’s NCIL Team
* Oversee the operation of the Larder, with concern for its strategic direction, operational efficiency and standards
* Together with the trustees, develop a long-term sustainability plan for the Larder after completion of the contract.

**KEY TASKS**

**1. Strategic development**

Supported by the trustees, you will:

* shape and implement the NCIL Project Development Plan
* conduct a needs assessment to inform future development
* research, evaluate and advise the trustees on ways to make the Larder financially viable in the long term.

**2. Project management**

You will:

* deliver the NCIL Project as agreed with the trustees and Brent Council
* establish and maintain relationships with third parties

**3. Operational**

Restore the pre-COVID range of services, under appropriate COVID-19 restrictions.

, including:

* opening a community kitchen hub and service to help prevent isolation
* restarting showers, laundry facilities and clothing bank
* resuming sessions involving B3, Ashford Place and other partners
* once the needs assessment is available, engaging with other potential partners to help address the established needs.

Ensure the future operations of the Larder by researching, evaluation and planning regular two-way communications with all stakeholders

**DAILY TASKS**

**1. Oversee the day to day running and management of all Larder processes in line with policies and procedures.**

**2. Manage the recruitment, training and development of Larder volunteers in line with policies and procedures.**

**3. Public relations**

You will be the first point of contact for the Larder and will be pivotal in raising its profile and enhancing and maintaining its reputation.

**4. Finance**

The probity of any charity’s operations is crucial and the trustees will rely on you to comply with all established financial procedures and suggest improvements where necessary

**PERSON SPECIFICATION**

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| **Key skills and knowledge** | Essential | Desirable |
| Self-motivated and an ability to work independently with minimum supervision | ✔ |  |
| Experience of managing a project or ability to demonstrate a clear understanding of the skills and processes required to deliver a project  | ✔ |  |
| Ability to communicate effectively both in formal and informal settings via excellent written and verbal communication | ✔ |  |
| Operational management experience; good organisational skills | ✔ |  |
| Ability to record/collate information and interpret statistical data and produce reports | ✔ |  |
| An awareness and interest in current social/political issues that may affect our client group and the work of the Larder | ✔ |  |
| Understanding of importance of key policy areas including equality and diversity, safeguarding, health and safety.  | ✔ |  |
| Confident user of social media  | ✔ |  |
| Experience of working in the voluntary sector, ideally to relieve poverty |  | ✔ |
| Experience of managing people and the recruitment/training/ support of volunteers |  | ✔ |
| Fundraising experience |  | ✔ |
| Experience of working in catering/food preparation |  | ✔ |
| Car driver with access to own vehicle |  | ✔ |

**Personal attributes must include:**

* good listening and “front-of-house” skills
* a passion for tackling poverty, deprivation and injustice and wanting to help those in need or who are marginalised within our community
* empathy and an ability to work with a diverse range of people in an inclusive and proactive way; non-judgmental and positive attitude towards people who are in need
* experience of working with sensitive and/or confidential matters
* flexible approach to working hours (some weekend and evening work will be required).

The requirement outlined in the job description and person specification are not exhaustive and are subject to change to meet legislative requirements.

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