



Project Support Officer
A Low Carbon Food City for All
November 2020
Part Time 21hrs/week, funded for 2 years
£15,900 PA (equivalent to £26,500 pro rata)

The Low Carbon Food City project is a partnership approach to climate action through food systems change. The project builds on years of excellent work carried out by the community food sector, and is framed around key actions in the new Glasgow City Food Plan. It will enable communities to be actively involved in creating a sustainable, fair and healthy food future, ensuring participation from the ground up.

Core themes of the project are community participation, urban agriculture, food education, campaigning, and COP26.

The Project Support Officer will provide a broad range of assistance to the project team, to enable effective delivery of activities, outcomes, and outputs. This will include keeping effective records, researching up to date best practice for sharing and dissemination, supporting community food sector mapping and supporting volunteers involved with the project.

This post is part of a team structure, and will work cooperatively with the Project Manager, Project Coordinator and Community Activators.

This unique project is delivered in partnership with GCFN, Urban Roots, Glasgow Eco Trust, St Paul's Youth Forum, The Space, and Central and West Integration Network. The project is funded through the National Lottery Climate Action Fund.

Job Description

- Support and assist with collaborative work with the team, partners, stakeholders and communities to enable delivery of key project outputs and outcomes.
- Maintain online shared and collaborative platforms for streamlined communication.
- Provide support to Community Activators, helping to keep accurate records, learning plans for volunteers and participants, meeting or workshop note taking and other key administrative functions.
- Actively seek up to date examples of best practice and learning around sustainable food and community involvement for dissemination.
- Assist with gathering and collating information and data for evaluations, reports etc...

Person Specification

Essential

- Commitment to and experience of work and projects that promote sustainable food and farming.
- Practical experience of working with low income urban communities, and a good understanding of the inherent challenges and inequalities.
- Some experience of working with and supporting volunteers and participants from diverse backgrounds and with diverse needs.
- Excellent organisational skills, with experience of working across multiple platforms, software packages, databases etc...
- Excellent oral and written communication skills, with good attention to detail.
- Dynamic, and able to respond flexibly to challenges and opportunities.
- Some experience of facilitation in a workshop, event or meeting capacity.
- High level of IT competency including use of email, databases and content management systems.
- Commitment to and experience of cooperative and non-hierarchical working.
- Good time management and organisational skills.

Desirable

- Direct experience of working partnership working with diverse organisations and networks
- Some experience of applying for and raising funds.

To apply for this role please email a **2 page CV and covering letter also no more than 2 pages**, detailing your suitability for the job to hello@glasgowfood.net, along with this [equal opportunities form](#)

Please state clearly which position you are applying for,

Applications should be received by **midday on Monday 7th December**

Interviews will be held on **Friday 18th December**. We are aiming to have a full team in place by early January 2021.