

Shoreditch Trust Food for Life Sessional Leader: Job Description and Person Specification

Reports to: Food for Life Project Manager

Remuneration: £15.00 per hour

Hours: Variable – ad hoc

Based at: Variable/Shoreditch Trust, Orsman Road, London N1 5QJ

Role Description

The Sessional Leader is an integral part of Shoreditch Trust's approach to delivering healthy eating sessions to members of the public and organisations in the local community. It builds on the role of Sessional Worker: as well as supporting and guiding diverse groups of all ages and backgrounds to prepare and cook healthy food with the aim of improving their knowledge, skills and diet, the Sessional Leader will take on the responsibility for the planning, coordination and delivery of sessions with support from the Food for Life team.

Main tasks

The Sessional Leader will work closely with the Food for Life team to deliver successful sessions that will enable participants to learn about healthy eating principles and to improving their cooking skills. The Sessional Leader will be provided with training, support and teaching materials relevant to the tasks and responsibilities associated with the role. It is an ad hoc post, ideal for freelancers who have a flexible schedule and are able to fit in sessions at different times in the week with suitable notice.

Tasks will include:

- Developing the scheme of work and planning lesson plans and recipes in collaboration with key Shoreditch Trust staff;
- Liaising with the relevant Sessional Worker to ensure that they are prepared for the delivery of sessions;
- Being responsible for the keys, session information and all other documentation relevant to the session, to be obtained from the Shoreditch Trust office on Orsman Road and returned to Shoreditch Trust within the agreed time limit;
- Liaising with clients and representing Shoreditch Trust in the wider community;
- Coordinating, supporting and supervising the Sessional team once on site;
- Delivering the session safely, effectively and on time;
- Preparing the kitchen or work space in order to deliver sessions: ensuring the work space is clean, eliminating hazards (e.g. trip hazards), setting out utensils and ingredients, etc.;
- Supporting and guiding clients through the application of recipes as part of the session;
- Responsibility for ensuring the safety of participants in sessions with an emphasis on safe handling of knives and cutting techniques, hygiene and use of the oven and hobs;
- Engaging with participants and members of the public to convey healthy eating information and ensure active participation in the session;
- Implementing and following all health and safety and food safety guidelines;
- Collecting relevant monitoring data in line with the needs of the session and associated project, respecting data protection laws to ensure participant privacy;

- Compiling reports as required by the Food for Life Programme;
- Taking part and contributing to training sessions organised by Shoreditch Trust;
- Actively contributing to and improving the Food for Life Programme by providing feedback and responding to consultations as and when they arise;
- Any other duties commensurate with the post.

Personal Specification

Being a Sessional Leader with Shoreditch Trust provides a great opportunity to hone planning, cooking and teaching skills in a community environment where the participants, recipes and even the kitchens can vary from one session to the next.

Qualifications

Essential

- Academic or professional qualification relating to nutrition, food or cookery;
- Degree or equivalent standard of education.

Desirable

- Food Safety Level 2;
- First Aid at Work;
- A valid Disclosure and Barring Service check dated within the last 12 months.

Experience

Essential

- Working with community groups in a culturally diverse area;
- Teaching healthy eating in a group setting or on a one to one basis;
- Leading and facilitating workshops with individuals from diverse backgrounds;
- Managing a members of staff or volunteers;
- Cooking or preparing food in a busy environment.

Desirable

- Working with youth clubs;
- Working with vulnerable adults and people with disabilities.

Skills/knowledge

- Skilled communicator, able to inspire, include and train individuals and small groups;
- Detailed knowledge of healthy eating principles and a passion for healthy eating;
- Confident and passionate cook with excellent cooking skills;
- Flexible and patient facilitator that can adapt to different learning abilities, environments and conditions;
- Excellent group management skills;
- Good team worker and prepared to be flexible to ensure successful delivery of projects;
- Good attention to detail and excellent time-keeping.