



## Shoreditch Trust We Connect Community Table Coordinator: Job Description and Person Specification

**Remuneration:** £32,000 PA (pro rata)

**Hours:** 35 hours per week

**Duration:** fixed term 12 months

**Based at:** Office/across community hubs in Shoreditch Park and the City

### Role Description

The Community Table Coordinator plays a key role in delivering Shoreditch Trust's community food and wellbeing activities, including Community Table lunch programme, Recipes of Life courses, Flavours of Home, and other food-based programmes.

The role will combine practical cooking and food preparation skills with the ability to facilitate engaging, inclusive and enjoyable group sessions. They will help create welcoming community spaces where people can connect, learn new skills, improve their wellbeing and build relationships.

Working alongside the We Connect team, volunteers and community partners, the role will support participants from diverse backgrounds to take part in cooking, food-related activities and shared meals, while promoting healthy eating, independence and community participation.

### Main Responsibilities

#### Programme Delivery

- Support the planning and delivery of Community Table lunches, cooking sessions, workshops and other food-related activities.
- Lead or co-facilitate engaging and inclusive group sessions that encourage participation, learning and social connection.
- Create a warm, welcoming and supportive environment for participants, volunteers and visitors.
- Adapt activities to meet the needs, interests and abilities of different groups, including older people, disabled people and other community members.
- Promote healthy eating, nutrition and practical cooking skills in accessible and engaging ways.
- Encourage participants to build confidence, share experiences and contribute their own ideas, recipes and skills.

#### Food Preparation and Kitchen Management

- Prepare and cook healthy, high-quality meals and refreshments for groups and community events.
- Work with clients, colleagues and volunteers to plan menus and recipes that are nutritious, culturally inclusive and cost-effective.
- Set up kitchens and workspaces for activities, ensuring they are clean, organised and safe.
- Ensure food is prepared, stored and served in accordance with food hygiene regulations and best practice.
- Manage ingredients, equipment and supplies, reporting shortages or maintenance issues as required.
- Assist with transporting food, equipment and supplies between venues where necessary.

#### Volunteer Support

- Welcome, support and encourage volunteers from diverse backgrounds.

- Demonstrate safe food preparation techniques and support volunteers to develop their confidence and skills.
- Provide guidance on the safe use of kitchen equipment and adherence to food hygiene standards.
- Work collaboratively with colleagues to ensure volunteers have a positive and rewarding experience.

### **Partnership and Community Engagement**

- Build positive relationships with participants, community groups, voluntary organisations and statutory partners.
- Represent Shoreditch Trust positively within the community and help promote food programme activities.
- Gather participant feedback and contribute ideas to improve services and activities.
- Support the development of partnerships that strengthen the reach and impact of Shoreditch Trust's food programmes.

### **General Responsibilities**

- Work collaboratively with the wider We Connect team and other Shoreditch Trust colleagues.
- Participate in team meetings, supervision, training and organisational learning activities.
- Maintain accurate records and contribute to monitoring and evaluation requirements.
- Undertake other reasonable duties appropriate to the role.

### **Personal Specification**

#### **Essential Experience**

- Experience of preparing and cooking food for groups, community events or in a commercial, educational or community setting.
- Experience of facilitating, supporting or delivering group activities, workshops or learning sessions.
- Experience of working with people from diverse cultural, social and economic backgrounds.
- Experience of engaging, motivating and supporting volunteers, participants or community members.
- Understanding of health, wellbeing and healthy eating principles.

#### **Essential Skills and Knowledge**

- Confident cooking skills and ability to prepare meals safely and efficiently for groups.
- Ability to facilitate engaging, interactive and inclusive sessions that encourage participation.
- Excellent interpersonal and communication skills.
- Ability to create welcoming environments and build rapport with participants.
- Strong organisational skills and ability to manage multiple tasks.
- Understanding of food hygiene, health and safety and safe kitchen practices.
- Ability to work both independently and as part of a team.
- Flexible, reliable and able to remain calm under pressure.
- Commitment to Shoreditch Trust's values, equality, diversity and inclusion principles.

#### **Qualifications**

- Food Safety Level 2 (or willingness to obtain through Shoreditch Trust).
- First Aid at Work certificate (or willingness to obtain through Shoreditch Trust).

#### **Desirable**

- Experience of working with older people, disabled people, adults at risk or individuals experiencing social isolation.
- Experience of community food programmes, food education or nutrition projects.
- Experience of designing or adapting activities to meet different needs and abilities.
- Knowledge of local communities across Hackney and the City.
- Relevant qualification in catering, food preparation, nutrition, community development, health and wellbeing, or a related field.

## **Safeguarding**

Shoreditch Trust is committed to safeguarding and promoting the welfare of children, young people and adults at risk. All staff are expected to share this commitment and to:

- Follow Shoreditch Trust safeguarding policies and procedures at all times.
- Recognise, respond to and report safeguarding concerns appropriately.
- Maintain professional boundaries and act in the best interests of participants.
- Participate in safeguarding training and refresher sessions as required.

This role is subject to an Enhanced Disclosure and Barring Service (DBS) check.

## **Equality, Diversity and Inclusion**

Shoreditch Trust is committed to creating an inclusive environment where everyone is treated with dignity, fairness and respect. We welcome applications from people of all backgrounds and expect staff to actively contribute to an inclusive culture that values diversity and promotes equal opportunities.

## **Shoreditch Trust Values**

All staff are expected to demonstrate the Trust's values by:

- Putting people and communities at the heart of their work.
- Treating others with respect, kindness and compassion.
- Working collaboratively and building positive relationships.
- Being inclusive and valuing diverse experiences and perspectives.
- Acting with integrity, accountability and professionalism.
- Being creative, adaptable and committed to continuous improvement.