



# FOOD ENGAGEMENT AND EVENTS COORDINATOR

## INFORMATION PACK



REfUSE is a social enterprise based in Chester-le-Street. We intercept food that would otherwise go to waste, and use it to run a Pay As You Feel cafe, weekly restaurant nights and deliver Waste Not Box food hampers. We run an education project in schools, catered events, and projects in our local community that engage and exemplify a healthy and sustainable food system. None of this would be possible without our incredible volunteer community who help to make all of it happen.

*Our vision is to reveal the true value of things, places and people that are unjustly wasted or overlooked.*

We intercept between 10-13 tonnes of food each month from supermarkets and retailers around the North East. Along with a force of other organisations, activists and campaigners, we've raised awareness of the injustice of food waste at every level, from households and families to businesses and supermarket directors.

## **Will you join us?**

We're looking for a Food Engagement and Events Coordinator...

This role will involve overseeing REfUSE's aim to create opportunities for people to engage with, and experience the true value of food.

This includes coordinating our very popular weekly Restaurant Nights. For these evenings you would be responsible for finding and managing volunteer chefs, helping produce menus, advertising and marketing the events, managing bookings and menu orders, and managing Front of House service or Kitchen service on the night. You'll need to a good knowledge about and passion for food as, at times, you'll also be directly involved bringing ingredients to life on the plate. You'll support our cafe chefs to use the ingredients we gather in creative and innovative ways, promoting sustainable and exciting food.

You will also work on developing ideas for new events, both off and on the premises, which allow people to engage with food. This may look like catered meals, workshops in partnership with other organisations and much more! We'll need you to network with people who might have ideas for new events, then work on publicity, manage budgets, organise our diary and provide customers with an excellent service.

All staff team members must work as part of the REfUSE staff team, attending team meetings and working in partnership with other staff members where necessary.

**Application information can be found at the end of this document.**



## Key information

- **Hours:** 30 hours per week
- **Employment term:** 12 months, including an initial probationary period of 6 months
- **Salary:** £22,500-23,625 pro rata
- **Deadline: Friday 18th August**
- **Start date:** We are aiming for September 2023, but dates can be discussed on appointment
- **Application process:** see end of document

## Main duties

- Restaurant night coordination (16 hours)
  - Managing our restaurant night on Thursday evenings, overseeing a team of volunteers.
  - Finding and managing volunteer chefs, helping them produce menus. Collating these menus to lists and working with the Food Coordinator to fulfill these.
  - Advertising and marketing for each event.
  - Managing bookings and menu orders through online software and email.
- Food engagement events coordination (14 hours)
  - Engaging with teams at REfUSE Cafe, supporting and equipping them to use food in creative, sustainable, and delicious ways.
  - Generating ideas and overseeing their delivery, keeping each event inline with REfUSE's engagement strategy.
  - Advertising and marketing for each event.
  - Managing and monitoring income and expenditure within events at the cafe, making decisions about direction of REfUSE's events to build financial sustainability.
  - Taking a lead on ensuring that our events operate along the highest standards of ethical, waste free and low carbon practices.
  - Overseeing our work calendar for events. Making decisions about what events and services we do and don't provide based on our strategic aims and capacity.



## Person Specification

### Essential: You must...

- be passionate about grass-roots environmental and social change, have a good understanding of sustainability and ethical choices around food
- enjoy cooking and being creative with food
- have experience in commercial food service and preparation
- have excellent IT skills including Excel, Google platforms and social media
- be adaptive to work flexible hours, evenings and weekends
- have experience of staff and project management, able to work in a methodical, organised manner
- be non-judgemental, inclusive and able to build rapport with staff and volunteers from a wide range of backgrounds
- have good verbal and written communication skills
- be entrepreneurial, coming up with new ideas and finding ways to make them happen

### Desirable: It would be great if you...

- had a clean driving licence
- had experience managing budgets and financial planning
- had experience of event management

### Application process

If you are interested in applying, please send the following to [jobs@refusedurham.org.uk](mailto:jobs@refusedurham.org.uk) with the subject "Food Engagement and Events Coordinator"

- Covering Letter describing your experience of the main duties and how you meet the person specification above (1 A4 page maximum)
- An up-to-date CV (2 A4 pages maximum)
- Contact details for 2 referees

### Deadline: Friday 18th August

Interviews will be arranged in the week following this.