



JOB DESCRIPTION

FOOD SCHOOL ASSISTANT

ABOUT NOURISH FOOD SCHOOL

Nourish Food School is a social enterprise based in Newcastle upon Tyne with a vision to positively shape the way food is seen, eaten and experienced every day by everyone. Our overall aspiration is to remove food-related illness from communities across the North East working primarily in Newcastle, Gateshead and North Tyneside.

The Food School is focused on delivering hands-on food experiences through cookery courses, workshops and events for everyone including children and adults across the general public, schools, community groups as well as within small and large businesses.

Find out more about our vision, values, purpose and projects at nourishfoodschoo.co.uk

BEING A FOOD SCHOOL ASSISTANT

Being a Food School Assistant is about being a core member of Nourish who works across all projects doing everything from coordinating volunteers, support trainers in the delivery of cookery classes (and as experience builds deliver their own cookery classes) and generally getting stuck in to support with all the behind the scenes tasks that make Nourish work smoothly, efficiently and to high standards.

A Food School Assistant is responsible for coordinating the delivery of our volunteer programme and supporting the delivery of our cookery classes (this role is likely to be mainly focussed on our work with children and young people). This role needs a person who loves meeting new people, has the confidence and drive to make things happen when under pressure, is tech-savvy in order to use our online systems, and who can be incredibly organised. It's a fast-paced environment at Nourish with classes taking place at venues all over the place on a range of days and times. It is also a role for someone fit and well to lift and carry boxes of cookery equipment from one place to the next.

This person is ready to grow their experience and knowledge of food education and public health within the company, and is excited to be part of the team that develops in line with changing public health needs.

Every person working in the Nourish Team should share the same values of the company, and be passionate about the overall mission and social purpose, whilst having their ambition to develop their skills and experience in the voluntary community and social enterprise sector supporting people from all backgrounds and lifestyles.



ROLE AND RESPONSIBILITIES

- **Recruiting and coordinating volunteers**
 - Advertising and recruiting volunteers for cookery classes and events
 - Developing a friendly, professional relationship with volunteers
 - Coordinating volunteers to attend classes and events
 - Keeping volunteer personal details and attendance records via the Nourish online CRM system
 - Monitoring, evaluating and coordinating the training needs of volunteers

- **Assisting cookery classes and events**
 - Assisting class trainers throughout cookery classes or events
 - Assisting with setting up and closing down of equipment in outreach venues
 - Assisting cookery class participants during classes
 - Taking photos for use in reporting and for social media content
 - Ensuring all equipment and venues are left clean, tidy and in line with exceptionally high food standards

- **Delivery of cookery classes (as experience develops over time)**
 - On completion of in-house training, delivery of cookery classes in communities across the North East (primarily with children and young people)

- **Administration of cookery classes**
 - Supporting with the planning of cookery classes
 - Supporting with community engagement and marketing of classes to a wide range of audiences as appropriate to different project aims and objectives
 - Formatting recipes using online design platform Canva

- **Other tasks to support the team may include:**
 - Administration of cookery class packing lists
 - Packing equipment/food and transporting it to venues across the city.
 - Updating participant attendance records online in the Nourish CRM system
 - Test-cooking recipes written by the Nourish management team
 - Responding to enquiries on phone, email, social media and other digital communication channels.
 - Supporting with marketing and communications as part of different project teams



PERSONAL ATTRIBUTES

- Extremely personable and approachable personality
- Ability to work efficiently alone
- An interest in social and public health issues that impact on food-related illnesses
- A passion for food, cooking and sharing skills with others
- A bundle of perseverance and resilience to tackle challenges and solve problems
- A keen eye for detail and passion for great organisation

SKILLS AND EXPERIENCE

Essential

- Exceptional people skills
- Confidence in communicating in person, through phone, email and other digital communication channels
- Excellent IT skills including experience of Google Docs and Sheets and ability to quickly pick up how to use new technology and IT systems (e.g. AirTable, Canva)
- Excellent written and verbal English
- A strong understanding and experience of all social media platforms
- A clear DBS Certification suitable for working with children and vulnerable adults (this will be done through Nourish at the point of job offer)
- A clean UK Driving Licence

Desired

- Basic cooking skills
- Good nutrition knowledge
- Experience of community, social work and/or youth work
- Experience of working in/with voluntary sector
- Experience of coordinating people
- Access to your own vehicle for travelling between venues

TRAINING PROVIDED

- Jamie Oliver Ministry of Food Cookery Trainer course (in-house training)
- Basics of Behaviour Change Theory training (in-house and external training)
- Regular training in latest public health strategies and policies (in relation to food)
- Food Safety and Hygiene Certification
- Emergency First Aid Training



WHAT YOU CAN EXPECT FROM THE LEADERSHIP TEAM

- To be kept informed about the company's progress against objectives and any key decisions that are being made.
- Regular performance and professional development reviews
- Access to ongoing training as required.
- A commitment to exploring developments and sustainability of your role - we want our team to understand their development opportunities within Nourish.
- An annual (or earlier where appropriate) review of pay scales aligning pay rates with developing responsibilities and performance.
- Statutory annual leave entitlement as aligned to number of hours worked.
- Reimbursement of travel expenses incurred throughout each working day.