

Signpost International Job Profile – Education and Community Worker

Terms of reference

Salary	£20,810-21,552 (per annum pro rata)
Pension	Signpost International operates a pension scheme which all employees are eligible to join.
Holiday	30 days per year (pro rata) plus Scottish public holidays.
Hours	The normal hours of work will be 21 hours per week (0.6FTE), but with the potential to increase to 0.8FTE. Additional flexibility in working hours will be required due to some weekend and evening work. Payment for overtime is not given but employees are entitled to time off in lieu by agreement.
Requirements	Must have legal right to work in the UK Candidate must be subject to basic disclosure and reference check

About Signpost International

Signpost International is a Dundee-based community development agency. Inspired by our Christian faith we work in partnership with local organisations at home and abroad to support individuals & communities to be the drivers of their own change. With education as a cross-cutting theme we focus our projects across four key areas: Food security; Sustainable livelihoods; Water, Sanitation, & Hygiene (WASH); and Global citizenship.

While much of our work over the past three decades has focused on overseas programmes, in recent years we have grown and strengthened our domestic activities to include a global citizenship education programme and more recently a food security & food waste programme from our base at the Roundhouse in Dundee. In March 2021, we launched the Community Kitchen which transforms usable, surplus food from supermarkets, greengrocers, farms, and other providers into freshly prepared, nutritious meals that are chilled or frozen before being redistributed to third-sector food providers within Dundee. These organisations then distribute the meals to people engaging with their services, either as part of an emergency food parcel or at an open-door larder session.

Alongside these meals in late 2021 we opened the Roundhouse Café. This 30-seater café (which supports a pay-it-forward scheme & gives away surplus food ensuring everyone can eat) is becoming a gathering place for locals & community groups, addressing social isolation, food waste, and hunger simultaneously. Any profit from the café is reinvested to support the Community Kitchen and wider projects of Signpost International.

We believe education plays a critical role in driving sustainable positive change and so alongside these activities we wish to welcome school & community groups to the Roundhouse to provide them with a hands-on practical learning experience on issues which impact us all. It also seeks to improve the learning experience by developing a hub which can offer a unique, interactive, and immersive learning experience (including interactive exhibits, virtual reality, & outdoor learning) for young people to learn about local & global issues of poverty, community development, & environmental sustainability.

The Main Purpose of the Job

We are seeking an enthusiastic individual to deliver our local education and community-based programmes to a broad range of people, while providing essential support to our ongoing food projects.

This is an exciting chance to build on and shape existing activities while developing new opportunities to positively impact the lives of many.

With the Roundhouse Community Kitchen meals and café established we want to work towards equipping people with the skills and confidence to prepare this type of food themselves, using surplus or own-grown food as a resource. To date, we've started on this path by giving out hundreds of recipe bags (ingredients plus recipes) and providing ongoing support to a local gardening group, but we want to do more! Looking forward we want to provide more hands-on support where needed to local schools, individuals, and community groups to live more sustainable and healthy lives, bringing people together in The Roundhouse.

Candidates will ideally have experience working with young people and different groups in educational settings, be enthusiastic about justice, climate, and food issues, and passionate about making a difference in the lives of individuals and in the world. Experience of working in a commercial kitchen environment or hospitality setting would be an advantage, though not a necessity. A good deal of creativity will be needed for the role, and the successful candidate will need to be a self-starter able to lead on a variety of tasks. We value our people and are more interested in the individual than a candidate ticking every box, so even if you don't yet have all the skills but are a committed, enthusiastic person with a passion for justice and making a real difference in people's lives we would love to hear from you.

Core Responsibilities

Food projects

- i. Assist with the cooking & packaging of meals at the Roundhouse kitchen as required, and liaise with third sector food organisations for distribution
- ii. Collect food donations as required
- iii. Ensure cleanliness and welcoming environment of the café
- iv. Contribute to building the profile of the food projects through publicity campaigns
- v. Work with others to prepare & serve a range of simple hot & cold meals and drinks in the café
- vi. Support & supervision of volunteers in the café
- vii. Undertake administrative functions and maintain accurate records.

Project Activities

- i. Work closely with the Food Projects Coordinator to deliver activities as per local strategy
- ii. Provide support and a point of contact for visiting community and school groups
- iii. Co-design & deliver workshop & practical sessions to visiting groups and in external venues
- iv. Develop & nurture relationships with local schools and other key stakeholders
- v. Represent the organisation and project at a range of city-wide events and forums
- vi. Facilitate regular meetings with project advisory panels
- vii. Regularly monitor and evaluate work against annual workplan, adjusting where necessary.

Good practice and organisational learning

- i. Keep abreast and engage in sector dialogue and learning
- ii. Ensure that all projects and activities meet the specific needs of women and girl children, those with disabilities, and those most disadvantaged
- iii. Liaise closely with other project teams and support learning across the organisation.

The above list of responsibilities is an overview and should not be considered an exhaustive list.

Person Specification

Attributes	Essential	Desirable
Abilities and Experiences	Experience developing and delivering educational sessions to a range of learning abilities	Experience in mainstream education setting and/or outdoor learning
	Experience working within a hospitality environment, preferably within a professional kitchen	Experience of Global Citizenship Education and Learning for Sustainability
Knowledge and Skills	Excellent communication skills, both oral and written	Knowledge of gardening and agricultural practices
	Knowledge of food hygiene and health and safety practices and regulations	Knowledge of our key thematic areas of work
	Good IT skills with knowledge of a range of software packages	Knowledge and understanding of challenges of food insecurity and food waste in Dundee
	Excellent interpersonal skills with the ability to build effective relationships, both internally and externally	A systematic approach to work with strong attention to detail & time management
Education and Training		Qualification in community learning and development
		Evidence of continued professional development
Special Qualities	A track record that demonstrates energy and creativity, and the ability to successfully prioritize and manage competing priorities	Able to take a practical, flexible, and innovative approach to work
	A love for cooking and growing food, and a passion for sharing this with others	
	A commitment to Signpost International's vision, mission, and values, and accepting of its identity as a Christian international development organisation actively engaged with the Church.	Access to their own vehicle for travelling to workshop sessions or collecting donations and delivering meals as required.