


Groundwork Cheshire, Lancashire & Merseyside.

# RECRUITMENT PACK

## COMMUNITY FOOD PROGRAMME LEAD

**CLOSING DATE: 5pm Wednesday 18th November**

Groundwork Cheshire, Lancashire and Merseyside
Charity Registration number 514727
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SUPPORTER COMMITTED TO GOOD EMPLOYMENT IN GREATER MANCHESTER

MENOPAUSE WORKPLACE PLEDGE

## Are you ready to be part of something extraordinary?

At Groundwork, we're not just a charity – we're a movement for positive change, and we are delighted that you are interested in joining us.

Groundwork was created in the early 1980s, during a time of social and economic crisis. The world may have changed a great deal since then, but our purpose and our work has never been more relevant, as we continue to provide a beacon of hope during times of uncertainty.

Making a difference isn't just our goal, it's the very the reason we exist. Imagine helping people who have become isolated to regain their confidence and get into jobs and training, or supporting families struggling with rising bills, or empowering communities to tackle climate change head-on. That's what we do at Groundwork. We are changing places and changing lives – every day.

But we can't do it alone. We need passionate individuals who share our values and our commitment to positive change. We are committed to diversity and we also believe that people with lived experience of the challenges facing the communities we serve are part of the solution. So, whether you're just starting out in your career, or looking to take your next step, we want to hear from you.

Join our growing team, where collaboration, learning, and personal growth are not just encouraged – they're celebrated. With excellent working conditions and an inclusive and supportive environment, Groundwork is more than a job; it's a journey of development, discovery and impact.

I hope this insight into Groundwork makes you excited about the opportunity to work with us and becoming part of something truly special.



**Andrew Darron, Executive Director**



# ABOUT GROUNDWORK CHESHIRE, LANCASHIRE AND MERSEYSIDE

## Groundwork is a charity working locally and nationally to transform lives in the UK's most disadvantaged communities.

Groundwork Cheshire, Lancashire and Merseyside is one of 15 Groundwork Trusts across England, Wales and Northern Ireland. Last year we carried out over 70 diverse projects. Projects that tackle climate change and help people out of fuel poverty. Projects that bring out the best in young people by helping them to improve their local area. Projects that build stronger communities by improving green space or creating jobs.

Last year, this contributed to the following outputs and outcomes.

- **More than 1900 community organisations and businesses supported**
- **Over 3,700 young people supported to learn and achieve**
- **Around 800 volunteers engaged**
- **Over 110,000 m2 of land either improved or managed and over 1500 trees planted**
- **Over 250,000 benefitting from public spaces we've improved**
- **1,600 people helped to reduce domestic energy use, water use & waste sent to landfill**



# WHAT IS IMPORTANT TO US

## VALUES

**Our values inform what we do and how we do it.**

**We are environmentally aware and focused on communities in need.**

**We are knowledgeable, compassionate and work with integrity.**

**We provide leadership, are professional in our performance and driven to make a positive impact.**

### PROFESSIONAL
We are professional in our performance.
– hard working, efficient & effective
– ensuring all of our resources are used to maximise the impact of our work.

### LEADERSHIP
We provide leadership and positive energy focused on helping communities to develop solutions.

### INTEGRITY
We demonstrate the highest levels of integrity within our work.
– striving to build genuine partnerships that are committed to places for the long term.

### MAKING AN IMPACT
We are driven to make a difference to our communities.
– we effect genuine change and we can demonstrate the impact of our work

### COMPASSION
We take a person-centred approach that delivers compassionate support to those members of our community in need of our help.

### KNOWLEDGE
We are knowledgeable in our field of expertise and use our creativity to develop new and innovative approaches to tackling difficult community problems.

## EQUALITY AND DIVERSITY

We are fully committed to eliminating discrimination and promoting equality and diversity in our workforce and employment practices, in the work we undertake, and in the provision of all our services.

We value diversity and flexibility in our workforce as we think it gives us access to a wider range of skills. This means that decisions concerning recruitment, promotion or any other aspect of employment will be based on the needs of the organisation and not any assumptions based on sex, race, age, disability, gender reassignment, sexual orientation, married or civil partnership status, pregnancy or maternity, religion or belief (these are known as 'protected characteristics').

## SAFEGUARDING

We commit to doing everything we can to ensure the safety of those involved in our projects, programmes and services. Our safeguarding team ensures that our safeguarding policy and practices are rigorously implemented and continually reviewed and improved. Safeguarding is embedded in our organisational culture.

We ask all staff to undertake safeguarding training when they join us.

## SUSTAINABILITY

We are committed to minimising its environmental impact and promoting positive environmental behaviour among its employees, service users, suppliers and partners. Our environmental policy sets out how we will manage our assets and activities in a way that's consistent with our values and demonstrates our commitment.

The policy relates to all areas of our work and contains responsibilities for all employees.

# RECRUITMENT PROCESS

## CLOSING DATE: 5pm Wednesday 18th November

To apply for this position, please complete the online application form via the relevant vacancy listing available on our website which can be found here:

https://groundwork.org.uk/about-groundwork/careers-across-groundwork

Please complete the following before the closing date:

- **Completed Application Form**
  Demonstrating how your knowledge, skills, experience and values meet the requirements of the role in line with the person specification.
  Note: Your name and any information that could be used to identify your age, gender or ethnicity will be removed by our HR team before shortlisting

- **Signed GDPR Statement acknowledgment**
  This document will be removed by our HR team prior to shortlisting*

- **Completed Equal Opportunities Monitoring Form**
  This document will be removed by our HR team prior to shortlisting*

- **Completed Declaration of Convictions Form**
  This document will be removed by our HR team prior to shortlisting*

- **Completed Referees Form**
  This document will be removed by our HR team prior to shortlisting*.
  This should contain contact details of 2 referees, one of which should be your most recent employer if you have one. Please note referees will not be contacted unless you are successful at interview stage.

*Groundwork Cheshire, Lancashire and Merseyside collects this data to help ensure that there is no discrimination in employment practice with regards to appointment, access to training, and promotion. This is a condition of the GDPR under which processing of sensitive data can take place.

## INTERVIEWS

You will be contacted shortly after the closing date with an update on the status of your application.

Interviews will take place in-person on 27th November at @The Grange, Blackpool.

# Community Food Programme Lead

## £26,228 - £30,933 per year

**Shape the Future of Food, Community and Wellbeing in Blackpool**
At @TheGrange, food is about far more than what's on the plate. It's about bringing people together, improving health and wellbeing, creating opportunities, reducing isolation and building stronger, more connected communities.

We're looking for an ambitious and creative Community Food Programme Lead to help shape the next chapter of our thriving community hub. This is a rare opportunity to build on an established programme and develop innovative projects that use food as a catalyst for positive change.

Working at the heart of @TheGrange, you'll lead the development of a dynamic community food programme, oversee our café offer, collaborate with volunteers, residents and partners, and create opportunities that improve lives while supporting long-term sustainability.

From community meals and cookery sessions to farm-to-fork initiatives with Grow Blackpool Community Farm, you'll have the freedom to bring ideas to life and leave a meaningful legacy.

**Why This Role Matters**
Blackpool faces some of the highest levels of health inequality, food insecurity and deprivation in the country. We believe food can be a powerful tool for improving health, building confidence, reducing social isolation and helping people access new opportunities.

As Community Food Programme Lead, you'll play a key role in ensuring local people can access welcoming spaces, practical support and activities that help them thrive. Your work will directly contribute to stronger communities and better outcomes for residents across Blackpool.

This is not a typical catering or café management role. It's an opportunity to combine leadership, creativity and community impact in a role where what you do genuinely matters every day.

## What we will offer you

- 25 days holiday entitlement increasing with length of service, plus public holidays (pro rata for part time staff)
- Flexible working arrangements, depending on the needs of the role
- Enhanced employer pension contribution (6%) increasing further with length of service
- Cycle to Work salary sacrifice scheme, if eligible
- Employee Assistance Programme
- Death in Service Benefit, if eligible



# JOB DESCRIPTION

## Community Food Programme Lead

**Salary:** £26,228 - £30,933
**Hours of work:** Full time - 36.25 hours per week
**Pattern of work:** Monday to Friday 8.30am until 4.30pm with some flexibility to provide support for community events outside of these times. (Includes 45 min unpaid lunch break). *Alternative working patterns may be considered for the right candidate.*
**Work Location:** @The Grange, Bathurst Avenue, Blackpool, FY3 7RW
**Term:** Permanent
**Responsible to:** @TheGrange Development Manager
**Responsible for:** Community Volunteers

### BACKGROUND

@TheGrange opened in 2017 and has become a central hub for community activity on Grange Park. On site there is a library, theatre, laundrette, community farm and the Cafe@TheGrange. The programmes delivered from the site reach a wide range of local residents and support people to live healthier and happier lives.

The food programme is a major opportunity to build on nearly 10 years of successful community development. We see this role as being central to growing our wider programme by reimagining the current café offer and developing an impactful and sustainable food offer.

For more information about Groundwork see www.groundwork.org.uk/sites/clm.

### SCOPE OF THE ROLE

The Community Food Programme Lead will develop an ambitious community food programme based at @TheGrange, building on the success of previous food initiatives and our onsite Grow Blackpool Community Farm.

This is not a traditional catering management or cafe role. We are seeking someone who is passionate about using food as a tool to bring people together, improve health and wellbeing, support environmental sustainability and strengthen communities. This role offers significant opportunity to test new ideas and shape the future direction of food-related activity at @TheGrange.

The successful candidate will work with local residents, volunteers, partners and colleagues to create a vibrant community food hub, connecting growing, cooking, learning and social inclusion. Alongside overseeing day-to-day café operations, they will develop new activities, partnerships and income streams that increase the impact and long-term sustainability of the programme.

## MAIN DUTIES & RESPONSIBILITIES

**1. Developing the community food programme**

- Lead the development of an ambitious community food programme at @TheGrange, building on existing strengths and creating new opportunities.
- Shape the future of the food offer in partnership with residents, volunteers, community groups and café users, ensuring community voice is at the heart of decision-making.
- Build partnerships with health, education and voluntary sector organisations, to shape and deliver the programme.
- Develop, pilot and grow innovative food-based activities that respond to local needs, such as community meals, cook-and-eat sessions, intergenerational projects, family learning and food access initiatives.
- Contribute to the delivery of wider Groundwork programmes, including Holiday Activities and Food provision, health and wellbeing initiatives and community engagement projects.

**2. Farm to Fork: working with Grow Blackpool**

- Work closely with colleagues at Grow Blackpool Community Farm to create a joined-up farm-to-fork experience that connects planned growing, cooking and eating.
- Champion a farm-to-fork approach across all food activities.
- Develop harvest-to-table activities such as cooking sessions, tastings and seasonal celebrations.
- Make good use of produce, including crop planning and using seasonal gluts to help people learn how to cook and enjoy seasonal food.
- Develop learning opportunities that help residents better understand growing, cooking and healthy eating.

**3. Volunteers and community participation**

- Develop a welcoming and inclusive volunteer programme that enables people to contribute their skills, share their experiences and gain confidence.
- Recruit, train, mentor and support volunteers to play an active role in the café and wider food programme.
- Coordinate rotas and make sure volunteers feel confident, valued and supported.
- Develop volunteer pathways into accredited training, further volunteering, employment and community leadership opportunities.

**4. Health, wellbeing and community outcomes**

- Create a welcoming, dignified space where everyone can access good food and feel they belong.
- Work with partners to bring advice sessions, cooking skills and social groups into the café offer.
- Support people who may be experiencing food insecurity, loneliness or other barriers, signposting to other services when needed.

**5. The food offer and kitchen**

- Lead the evolution of Café@TheGrange from a traditional café into a vibrant and sustainable community food hub that combines enterprise, learning, wellbeing and social connection.
- Develop a distinctive food offer that reflects the values of @TheGrange, making the best use of locally grown produce while promoting healthy, affordable and sustainable food choices.

- Plan menus that are seasonal, nutritious, affordable and environmentally responsible.
- Work alongside volunteers to prepare and serve food while creating positive learning and volunteering experiences.
- Ensure high standards of food safety, health and safety, safeguarding and customer care.
- Manage stock, suppliers and resources effectively, reducing waste and maximising value.
- Coordinate catering and hospitality for events, meetings and activities hosted at @TheGrange.
- Continually explore new ways of delivering food services that improve customer experience, community impact and long-term sustainability.

**6. Income, monitoring and reporting**

- Identify and develop new earned-income opportunities linked to the food programme, including community catering, events, training, produce sales and partnerships.
- Test innovative approaches that balance community benefit with long-term financial sustainability.
- Track café and programme performance against agreed budgets and targets.
- Support fundraising, grant delivery and reporting for food and wellbeing activity.
- Collect and record data on participation, volunteering and wellbeing outcomes, and contribute to reports for stakeholders.
- Use feedback from customers and volunteers to keep improving the offer.

Note:
This is a description of the job as it is currently envisaged at the date noted in the footer. It is the Trust's practice to review, from time to time, employee job descriptions and to revise them to ensure that they relate to the job that is being performed and/or to incorporate any changes being proposed. Any changes will be led by your line manager in consultation with you and any amendments will be approved by the relevant Service Director. You will have the opportunity, and are expected, to fully participate in such discussions. This job description is broad-based and is not intended to be an exhaustive list of all possible duties, as it is recognised that jobs may change over time. Should the duties change significantly, the post and salary level will be fully reviewed.

# Person Specification

(requirements of the job holder)

## Assessment Method Key –

A (application form), I (interview), P (presentation), E (exercise), R (role play)

| | Essential (E) | Desirable (D) | Assessment Method |
|---|---|---|---|
| **Experience** | | | |
| Experience working in a community, food, hospitality or wellbeing-focused setting. | ✓ | | A / I |
| Experience delivering group sessions, workshops or community programmes. | ✓ | | A / I |
| Experience of building relationships and engaging confidently with people of all ages and backgrounds. | ✓ | | A / I |
| Experience of working with volunteers | ✓ | | A / I |
| Experience planning and managing projects or programmes, including monitoring outcomes against agreed objectives. | ✓ | | A / I |
| Experience generating income through food-related enterprises, catering or community business activity | | ✓ | A / I |
| Experience of working alongside growing projects or local food networks | | ✓ | A |
| **Knowledge** | | | |
| Understanding of how food can support health and wellbeing, and of the barriers people face in accessing good food | ✓ | | A / I |

| | Essential (E) | Desirable (D) | Assessment Method |
|---|---|---|---|
| Knowledge of food hygiene and food preparation | | ✓ | A / I |
| Knowledge of stock control and budget management | | ✓ | A / I |
| Knowledge of community engagement techniques linked to food programmes | | ✓ | A / I |
| **Skills and Abilities** | | | |
| Strong interpersonal and communication skills, with the ability to engage a wide range of people | ✓ | | A / I |
| Ability to design and develop new activities, and to see them through | ✓ | | A / I |
| Ability to balance social impact with practical and financial considerations | ✓ | | A / I |
| Ability to manage day to day kitchen operations | ✓ | | A / I |
| Ability to support events, community activities and seasonal activities. | ✓ | | A / I |
| Confident communicator with a calm inclusive approach. | ✓ | | A / I |
| Strong organisational skills and ability to manage multiple priorities. | ✓ | | A / I |
| Ability to support volunteers and achieve positive outcomes | ✓ | | A / I |
| Confidence cooking for groups and leading others in a kitchen | | ✓ | A / I |
| **Education, Training & Qualifications** | | | |
| Food Hygiene Qualifications or willingness to achieve this. | ✓ | | A |
| Good level of English and Maths | ✓ | | A |
| Catering qualification | | ✓ | A |

| | Essential (E) | Desirable (D) | Assessment Method |
|---|---|---|---|
| Training in nutrition or healthy eating, or a community development or youth work qualification | | ✓ | A |
| **Personal Qualities and Commitments** | | | |
| A commitment to understand and follow all GCLM Core Policies in all work practices. | ✓ | | A |
| A demonstrable commitment to the aims and objectives of Groundwork, ensuring awareness of the up to date Mission and Vision Statements. | ✓ | | A |
| Willingness to support the service team out of hours, including occasional evenings and weekends, as and when required. | ✓ | | A |
| Willingness to attend departmental/trust meetings/training events as and when required. | ✓ | | A |

**Note to applicant:**
Should you have any questions about the assessment methods, please don't hesitate to contact HR on 01942 821444 who will be happy to answer any questions and/or address any specific requirements or reasonable adjustments.

Groundwork Cheshire, Lancashire and Merseyside strive to have a diverse and inclusive workforce that is representative of the communities we serve. We want you to be yourself at Groundwork and we value everything that makes you unique. We recognise and celebrate your difference and together we make Groundwork a special and great place to work.

As a Disability Committed employer we offer a guaranteed interview to applicants with a disability who meet the essential criteria for the role.

At Groundwork we ensure that we provide a safe environment for adults, children and young people to take part in any activity or service that we organise. We are committed to creating a culture that promotes safeguarding and the welfare of all children, young people and adults at risk. Our safer recruitment practices support this by ensuring that there is a consistent and comprehensive process of obtaining, collating, analysing and evaluating information from and about candidates to ensure that all the people we appoint are suitable to work with our children, young people and adults.

We are proud to demonstrate our commitment to fair pay by ensuring that every employee within our organisation receives at least the Real Living Wage. This pledge reflects our belief that work should provide not only financial stability but also dignity and respect. By paying the Real Living Wage, we aim to support our team's wellbeing and contribute to a more equitable society.

# How to apply

## Interested?

To apply for this position, please complete the online application form for the relevant vacancy, located here:

**https://groundwork.org.uk/about-groundwork/careers-across-groundwork**

Please submit your application form before the closing date.

If you have any queries, please contact us:

**Email**: recruitment@groundwork.org.uk
**Tel:** 01942 821 444

**CLOSING DATE FOR APPLICATIONS: 5pm Wednesday 18th November 2026**

**Please note:**
We reserve the right to close this vacancy early should we receive a sufficient number of suitable applications. We therefore encourage interested candidates to submit their applications as soon as possible.

**Groundwork Cheshire, Lancashire and Merseyside.**




GROUNDWORK
CHANGING PLACES
CHANGING LIVES