

**Freelance Project Coordinator – Role Description**

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| **Role and terms of engagement** | Freelance Project Coordinator – Community Fridge  £16.4/hour – an average of 5 hours per week. 6 months duration, extension subject to funding.  **Please note that the Freelance Project Coordinator will be engaged on a self-employed basis and therefore must be registered, or willing to register, as self-employed. Invoices must be submitted monthly for payment by bank transfer.**  Starting – as soon as possible.  We encourage notes of interest from members of the New Scots community. |
| **Project Profile** | The Welcoming’s community fridge helps provide extra food to the community, reduces food waste and enhances the community’s culture of sharing food and support. The project provides good-quality, donated food to New Scots service users who are struggling with the cost-of-living crisis. Registered members can access the fridge every fortnight, collecting a range of fresh fruit and vegetables, oil, eggs, meat, fish, and other groceries for their households. Supplies are provided by FareShare, local supermarkets and donations, and supplemented by fresh seasonal produce from our Sustainable Garden. |
| **Purpose** | The main focus of this role will be to coordinate the planning, delivery and evaluation of the project’s activities. The Freelance Project Coordinator will work together with volunteers and the Welcoming staff team and will report to the Befriending Manager. |
| **Project Tasks** | * Ordering supplies, arranging collections and coordinating set up of the fridge on a weekly basis; * Ensuring the smooth running of the fridge on Thursday mornings; * Ensuring the fridge space is well maintained to health and safety standards, clear guidelines are on display and a safe, welcoming space is created. * Liaising with FareShare and other suppliers to secure culturally-appropriate, good-quality produce for the fridge; * Management, support and supervision of volunteers; * Monitoring and evaluation of project activities; * Reporting to the Befriending Manager and contributing to progress reports.   **Please note:** Most duties associated with this role fall on Tuesday morning and Thursday morning. The project coordinator will be required to be available at those times, with some level of flexibility. |
| **Skills, Experience and Qualifications** | Essential:   * Good general level of education * Good verbal and written communication skills * Excellent time management and organisational skills * Able to work independently * Willing to work outside normal working hours when needed, for example to collect supplies for the fridge. * Experience working and/or interacting with vulnerable communities in Edinburgh   Desirable:   * Food Hygiene Training. All post holders will be required to complete this training as part of their role. * Experience in the planning, delivery and evaluation of projects * Experience of volunteering and/or working with volunteers * Experience working with migrant, refugee and ethnic minorities * Experience working and/or getting involved in community projects |
| **Notes of Interest** | To note interest, please fill in the following form:  <https://forms.office.com/r/Che3wy3nfR>  Unfortunately, The Welcoming is unable to respond to each individual note of interest. If you have not heard from us within two weeks, please assume that you have not been successful on this occasion. |
| **Further information** | To discuss this opportunity, please email [chiara@thewelcoming.org](mailto:chiara@thewelcoming.org)  or call 07399 882 282 |

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