

Job Description: Durham Food Hub Manager

Responsible to:	Food Durham Coordinator
Location:	DCA Offices. This role will involve much time spent outside of the office and the ability to work in alternative venues/at home on occasions may be required.
Hours:	21 hours/week (3 days)
Salary:	£18,000 (based on £30,000 per annum for full-time equivalent)
Contract:	2 years and 9 months fixed term contract (anticipated start date – January 2017)

Purpose of the Job

To manage, develop and take overall responsibility for a Durham Food Hub for the supply of local, sustainable food to businesses.

Context of the post

You will be working as part of the Food Durham Team within Durham Community Action, which comprises the Project Coordinator, two Community Workers delivering the Growing Durham Project, and this post. You will be responsible for the successful implementation and growth of the proposed Food Hub, working with a wholesale food distributor, businesses, and food producers.

Main duties and responsibilities

1. Assist with brand development, quality criteria, and marketing.
2. Engage with businesses (e.g. Hotels, Restaurants, B&Bs, Cafes) to negotiate supplying produce from the Food Hub.
3. Engage with suppliers (growers, producers) and potential suppliers and agree contract arrangements, compliance with Food Hub criteria, volumes, frequency of supply, price etc.
4. Maintain accurate records of all transactions and sales.
5. Adhere to local and externally relevant health and safety legislation and policies.
6. Provision of regular reports and monitoring information.
7. To undertake such other duties as may be agreed by the Project Coordinator.

Person Specification

Attributes	Essential	Desirable
Relevant Experience	<ul style="list-style-type: none"> • Minimum of 5 years working in food chain or related business 	<ul style="list-style-type: none"> • 10 years' experience preferred • Experience of the local food supply chain • Experience in sales
Education & Training	<ul style="list-style-type: none"> • Educated to degree level or equivalent experience 	<ul style="list-style-type: none"> • Relevant professional qualification

Attributes	Essential	Desirable
Special Knowledge & Skills	<ul style="list-style-type: none"> • Knowledge of food supply chain logistics and business practice • Excellent negotiation and communication skills; must be demonstrable via previous work • Competent at record keeping using Word and Excel • Enthusiasm for local and sustainable sourcing of food 	<ul style="list-style-type: none"> • Knowledge and/or experience of food standards for producers • Knowledge of local businesses and suppliers in Co Durham and the wider North East • Experience in sourcing local sustainable food
Additional Factors	<ul style="list-style-type: none"> • Driving licence and use of car for business purposes 	

This post is funded by

