



Square Food Foundation –Managing Director (fixed term maternity cover, part time)

Salary: £31,724 pro rata

Hours of work: 16hrs per week. Can be spread across 3 days

Start Date: 6th November 2023

End Date: December 2024 (exact date TBC)

Reporting to: Chair of Board of Trustees

Managing the follow direct reports: Fundraising and Communications Manager, Head of Community Cookery, two Operations Assistants within a wider team of twelve staff members.

Location: 50:50 home-based with expectations of working from the Square Food office one day per week.

Help us shape food education in Bristol.

Since 2011, Square Food Foundation has been teaching adults and children to cook from our home in Bristol's Knowle West, improving health, reducing hunger and bringing people together. In February 2022, we relocated to our purpose-built kitchen at the new Park Community Centre . In January 2023 we launched our new event trading company. Over the last eight years we have grown from five to 12 team members (as well as around 50 volunteers), increased our activity fourfold and our income by more than 400%. We have recently received financial support from a range of trusts, foundations and corporate donors, including Ovo Energy, Kerry Foods, Hargreaves Foundation, Savoy Educational Trust, the Big Lottery and Quartet and benefit from an active and engaged Board of Trustees

As a registered charity, we raise awareness of the need for food education across all sections of the wider community and within schools, through our busy programme of cookery courses and classes. Our small team works with people who are among the city's most vulnerable, those who are or are at-risk of becoming disenfranchised from society. These include children receiving free school meals, older people at risk of social isolation, adults with learning disabilities and young people not in employment, education or training (NEET). Together, we provide students with the confidence, knowledge and life skills they need to cook and eat a healthy diet, as well as opportunities to meet and connect with others, build relationships and feel part of the wider community.

Our Managing Director goes on maternity leave in early December and we need an interim Managing Director to help guide Square Food Foundation as it continues its growth. Some day-to-day operational tasks will be taken on by existing team members, leaving the role holder to focus on leadership and strategic responsibilities in close collaboration with our Founding Director, Barny Haughton MBE.

We do not wish to be over-prescriptive about the background of suitable candidates. As long as you have significant leadership experience, with proven competency in financial and human resources management, we are open to applications from a range of candidates. Professional experience in education, the charity sector (as executive or Trustee), the food or hospitality sectors, finance, human resources, volunteering or working with marginalised groups would all be valuable in different ways. We would also welcome new skills and perspectives that are not already accommodated in our small team.

Join the conversation. Make connections. Create choice. **Cooking can change your life.**

www.squarefoodfoundation.co.uk

Charity Number: 1173323



Working with Square Food Foundation will take you to the heart of conversations around food insecurity in Bristol and the surrounding areas. You will be part of a dynamic and agile team and have regular contact with our wider community of users, supporters, donors, volunteers and leaders of the Bristol food scene.

What our beneficiaries say about Square Food Foundation

- “Being here and eating this feels like Christmas” (*Cabot Learning Federation – for children excluded from mainstream education*)
- “This Course has been genuinely life changing for me, Before the course I did not cook much if anything for myself and I ate a lot of processed frozen foods, I got too overwhelmed by being in a kitchen by the noises and smells and was too scared to try any foods that differed from my narrow ideas of safe foods. I am now able to cook healthy food for myself confidently and cope with a kitchen environment and have learnt about and tried so many new foods. I feel this course has given me huge amounts of confidence and independence I did not think I'd ever be able to have.” (*How to be a Chef – for 16-25 year olds not in education, employment, or training*)
- “I love the friendliness, the inclusion, the happy atmosphere, I love the social aspect of it, and I like cooking” (*Back in the Kitchen – for over 55's at risk of loneliness and isolation*)

Role Description

- Work closely with our Founding Director to ensure that Square Food Foundation continues to follow its agreed five-year business plan
- Financial direction and management for charity and Community Interest Company (our trading arm) including producing year-end accounts with our accountant and producing financial reports for quarterly board meetings.
- Human resources direction and line management of direct reports and oversight for wider team
- Strategic development of Community Interest Company and relationship with charity.
- Ensure compliance with relevant legal and regulatory requirements including ensuring that internal policies are up to date.
- Act as main contact point and liaison for Board of Trustees.
- The chance to develop a project based on your own experience and expertise that helps us deliver our five-year business plan.

If you would like more information or an informal conversation before submitting an application, please contact Eloise Morton (Managing Director) at eloise@squarefoodfoundation.co.uk or Luke Sapsed, Chair of Board of Trustees at sapsedluke@gmail.com

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Person Specification

Skills & Experience	Essential	Desirable
Minimum two years' management and leadership experience in a relevant sector	X	
Financial management experience including cashflow, budgeting, management reporting and managing project funds.	X	
Knowledge of human resources frameworks and experience of dealing with staff issues and concerns.	X	
Track record of developing and supporting staff competencies	X	
Capacity to deal with a varied workload including multiple deadlines and, at times, troubleshoot across a diverse range of stakeholders and user groups	X	
IT		x
Knowledge of and commitment to diversity, inclusion, equal opportunities and anti-discriminatory practice.	X	
Demonstrable commitment to reducing inequality in line with Square Food Foundation's own values.	X	

Benefits

Nest Pension (3% from Square Food Foundation and 5% from employee)

Cycle to work scheme

Flexible working

33 days paid holiday (including bank holidays) - pro rata

Daily free, delicious lunch round the communal table at Square Food Foundation

Special requirements

Eligible to work in the UK.

Full Driver's License

An Enhanced DBS check (SFF can provide this)

Willingness to work out of hours occasionally, including quarterly board meetings

To apply

Please send your CV plus a covering letter (no more than 2-sides A4) to Eloise Morton (eloise@squarefoodfoundation.co.uk) by Monday 4 September.

Interviews will take place w/c 17 September 2023.

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