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Shoreditch Trust Food for Life Senior Sessional Leader Job Description & Person Specification

Role description

The Senior Sessional Leader role is an integral part of the Food for Life team's approach to delivering health eating sessions to members of the public and organisations in the local community. Working closely with the Food for Life Project Manager and the other Senior Session Leader, you will be responsible for devising, developing and delivering nutrition-based cook and eat sessions to diverse groups of all ages and backgrounds. The role in sessions is primarily one of facilitation, guiding participants and equipping them with the tools to enable them to improve their knowledge, skills and understanding of healthy food and cooking.

Reports to:	Food for Life Project Manager
Salary:	£22,000 per annum pro rata
Hours:	21 hours per week
Duration:	Permanent contract
Based at:	Units 1-2 Waterhouse, 8 Orsman Road, London N1 5QJ, Healthy Living Centre, 170 Pitfield Street, London N1 6JP and multiple delivery sites across the London Borough of Hackney
Holiday:	25 days + bank holidays + 4 personal development days (pro rata)
Job Ref:	FFL02

Principle tasks

The Senior Sessional Leader's work plan will be split across four main areas:

- 1. Devising, developing and delivering healthy eating sessions;**
- 2. Contributing to the Food for Life strategy**
- 3. Supporting the development of new Food for Life activities**
- 4. Fulfilling relevant administrative duties**



1. Devising, developing and delivering healthy eating sessions

- Devise schemes of work, lesson plans and recipes in line with the Food for Life programme and in collaboration with colleagues
- Lead and be responsible for the successful and safe delivery of cook and eat sessions and courses in line with Shoreditch Trust policies
- Deliver nutrition-based cook and eat sessions to targeted demographics; for example pregnant mums or diabetes groups.
- Coordinate, support and supervise the sessional team in preparation for and during sessions
- Support participants to achieve their goals in line with the Food for Life approach
- Liaise with clients prior to and during sessions, ensuring that the kitchen or work space is suitable for delivery

2. Contributing to the Food for Life strategy

- Participate in regular Food for Life team meetings
- Provide input to the team approach based on experiences of leading sessions and feedback from participants
- Remain up to date with nutritional information and guidelines to inform the Food for Life team strategy
- Devise exercises and tools to enhance learning opportunities for session participants
- Create and develop healthy eating recipes

3. Supporting the development of new Food for Life activities

- Represent the Food for Life team in the wider community and with existing and potential clients
- Identify opportunities to initiate new partnerships or activities with support from the Food for Life Project Manager
- Contribute to internal working groups when required to assist with the development of new Food for Life activities and initiatives

4. Fulfilling relevant administrative duties

- Undertake promotion of relevant courses to be delivered using standard methods including email, phone calls and text messages
- Recruit participants and manage bookings
- Undertake monitoring and evaluation of courses delivered, in line with Food for Life policies and as required by funders, with particular attention given to data protection laws
- Compile course reports as required and in line with reporting requirements
- Contribute to administrative duties as required by the team

Job requirements

- In order to be responsive to the community you will need to be flexible, working some evenings and occasionally weekends. Hours will be agreed on a mutually beneficial basis and reclaimed on a TOIL basis.



Corporate responsibilities

- Conduct high levels of professionalism at all times with particular reference to punctuality, dress, presentation and administration
- Keep customer care as the major priority for service provision
- Ensure the service is promoted efficiently, effectively and in keeping with the corporate image of Shoreditch Trust

Please note that this job description is intended as an outline indicator of general areas of activity only. Shoreditch Trust is a small charity and as such all staff are expected to vary their duties as necessary to meet the needs of the organisation.



Person specification

Education and professional qualifications

Essential

- Academic qualification in Nutrition, Nutritional Therapy or Dietetics, or 2 years' relevant experience

Desirable

- Academic or professional qualification relating to food or cookery
- Degree or equivalent standard of education

Experience

Essential

- Devising and leading nutrition-based healthy eating activities in an inner-city community setting
- Facilitating practical activities for groups of different sizes with differing backgrounds and needs
- Working flexibly across multiple sites

Desirable

- Devising accessible, nutrition-based healthy eating recipes
- Handling monitoring and evaluation data
- Leading a small team of staff or volunteers

Knowledge, skills and aptitudes

- Excellent nutrition knowledge; able to communicate nutritional requirements for general population and groups with specific needs in an approachable and accessible way
- Excellent interpersonal skills with the ability to communicate with a wide range of stakeholders
- A good understanding of key cultural, social and religious aspects of a multi-cultural, inner-city borough
- An ability to work independently and on own initiative
- An ability to remain flexible and adaptable in a community-based and public-facing environment
- Excellent team-working skills
- Good attention to detail
- IT literacy and good knowledge of Microsoft Office software

