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| **JOB TITLE:** | **FEAST CO-ORDINATOR (FREELANCE)** |
| **ORGANISATION:** | **WEST NORWOOD FEAST** |

**BACKGROUND**

We are seeking a new Feast Co-ordinator.

West Norwood Feast is a people-powered market that takes place on the first Sunday of the month from April through to December. We have been running successfully for 13 yrs, and have been recognised locally and across London for our innovative community-based work.

The market is run by volunteers with the assistance of the paid freelance Co-ordinator, and aims to bring together an eclectic mix of traders, entertainment, and community stalls, as well as free children’s activities. Feast is largely self-funding through income generated from the market stalls. We are strongly rooted in the local community, with links to West Norwood businesses, community groups, charities and residents. We try to adopt an engaging and inclusive approach to our work, driven by our aim of "making West Norwood an even better place to live".

Feast takes a winter break during January, February and March – a period of review, planning and preparation for the first Feast of the year on Sunday 7 April 2024. This is also paid time for the coordinator.

**PERSON SPECIFICATION**

The person we are looking for will be:

* An excellent and inspiring communicator to a wide range of people
* Someone who has experience of and enjoys working with volunteers, motivating and delegating tasks to them
* An efficient and energetic organiser, numerate, with project planning and crisis management skills
* Self-motivating and able to use their own initiative to solve problems
* IT literate, and have experience of using MS packages, and Google products as well as social media platforms
* Able to work in a flexible non-hierarchical community organisation
* Keen to contribute to the development of Feast, coming up with and encouraging new ideas
* Committed to building and maintaining good relationships with the local community

**JOB DESCRIPTION**

Title: Feast Coordinator (starting Feb/March 2024)

Organisation: West Norwood Feast

Fee: £18 per hour for an average 60 hours a month (not to exceed £12,960 per annum), payable monthly in arrears on receipt of invoices. The Co-ordinator role is freelance.

**Duties**

**Communication**:

* To be the first point of contact for anyone wishing to contact Feast, including key stakeholders such as Lambeth Council, funders, contractors and suppliers.
* To be the central point of contact for any queries within the Feast volunteer team and to manage those accordingly.
* To support all marketing and communications activities, such as Feast website posts, e-newsletter, social media and the production of printed or published materials, and to ensure that the website is updated regularly and all communications are compliant with GDPR regulations. Experience of Mailchimp and Wordpress an advantage.
* To make arrangements for regular volunteer meetings and monthly steering group meetings held in the evening. This involves sending out notices and ensuring volunteers are available for agenda setting, chairing and minute taking. To attend at least two of the weekly volunteer meetings each month, as well as the monthly steering group meeting.
* To co-ordinate, support and motivate volunteers, assigning tasks/duties as appropriate.
* To develop and maintain links with local community and business organisations.

**Monthly Feasts:**

* To ensure that the physical market (i.e. equipment, layout) is in good repair and compliant with Lambeth Council regulations each month. This involves liaising with Lambeth Council departments, volunteers and the market stall operator.
* To support volunteers in ensuring all Feast market traders are adequately licensed and hold the correct documentation to trade in Lambeth.
* To be on site for each monthly market (Sundays) between 8am and 5pm to oversee stall set up and takedown, and to be on call for each monthly market from 7.30 am.
* To act as liaison for the market stall operator before, during and after each market. This includes informing the stall operator of all equipment needed before each market, communicating with them between markets to discuss any issues, and making sure they are compliant with market and health & safety regulations both during set up and pack down.
* To be the first point of contact for any Council officers wishing to contact Feast. This will mainly include officers from Lambeth Events, Street Trading Licensing and Food Health & Safety teams.
* To attend meetings with Council officers when necessary, and to maintain a good level of open communication with the Council to ensure an effective and ongoing relationship.
* Support Feast volunteers in the planning and organisation of community outreach and non-income generating activities at the monthly Feasts
* To support Feast Hub Leaders in their tasks related to running monthly Feasts
* To support the external hire of Feast equipment, including liaison with the stall operator who will deliver and set up the equipment, and invoicing the client
* To support the production and selling of Feast merchandise, including banking any takings

**Finance/reporting:**

* To record all Feast income and expenditure, generating invoices and ensuring prompt payment of bills (using Clearbooks and Google Drive – training provided).
* To provide back up to volunteer hub leaders in ensuring stall charges are collected promptly and accurately.
* To provide reports if required to any funders and attend any relevant meetings including steering groups.
* To co-ordinate financial recording with Feast's Directors and accountant and relevant volunteersto enable the production of a monthly financial report for the steering group.
* To seek out funding, sponsorship and other income generation opportunities (working with volunteers)

**Admin:**

* To maintain Feast's internal document management systems (e.g. meeting agendas, minutes, contracts, licences etc), including hard copies of essential records.
* To keep an accurate timesheet of hours spent on Feast activities with any extra hours to be agreed in advance with Directors.
* Ensure all Feast day toolkits, children’s activity boxes and first aid kits are fully stocked for each Feast.
* To ensure that the Feast paperwork is fully compliant with Lambeth Council regulations in preparation for monthly Feast This includes making sure that:
  + all licenses (namely Events Licences, Premises Licences,Temporary Event Notices and Street Trading Licences) are up to date and paid for.
  + a full market risk assessment is completed at each Feast;
  + the market insurance is up to date and paid for.
* To manage hire of Feast kit (Gazebos and tables) to external customers with assistance from dedicated volunteer.
* To ensure all contracts (including with contractor and for external hire) are fit for purpose and adhered to (with Director’s oversight)
* If the Co-ordinator cannot attend a Feast day or cover the usual duties for any reason, he/she must provide a suitable substitute (subject to agreement by the Directors).

**APPLICATIONS**

* Please send a short CV which addresses the skills and experience described above, and a covering letter setting out why you are the right person for this role to [jobs@westnorwoodfeast.com](mailto:jobs@westnorwoodfeast.com)
* The closing date for applications is midnight on **Sun 4 Feb**
* We aim to hold interviews in the week beginning **12 Feb 2024**. The person appointed will start work as soon as possible.