**Role:** Food Partnership Coordinator

**Location:** Restore Chichester (with travel across service and donor locations)

**Salary:** Approx. £27,811 (per year (pro rata)

**Hours:** Part-time

**Reporting to:** Head of income generation.

**About Stonepillow**

Stonepillow is the leading homelessness provider, supporting individuals across Arun and Chichester who are experiencing or at risk of homelessness. Our work is guided by a **five-pillar model**:

1. **Prevention** – Preventing homelessness before it occurs.
2. **Relief** – Providing immediate support for those facing homelessness or rough sleeping.
3. **Recovery** – Enabling individuals to overcome homelessness, addiction, and complex needs.
4. **Resettlement** – Supporting clients in transitioning to stable, independent housing.
5. **Restorative Services** – Empowering individuals to thrive, not just survive.

**Role Purpose**

The Food Partnerships Coordinator is an exciting new position which plays a vital role in strengthening the supply chain of food which enables Stonepillow clients receive nutritious, balanced meals across designated services, in particular our Hostels and day Hub services. Presently we provide approximately 40,000meals per year to our clients**.** This is essential not only to meet immediate food needs but also to improve the overall health and wellbeing of those using our services. This role requires the building of strong partnerships with food suppliers and donators and managing the logistics involved in collection, storage and distribution of all food, cleaning and hygiene products across our relevant services.

**Key Responsibilities**

**1. Food Sourcing & Donations Management**

* Secure a **consistent and stable supply** of food donations from corporate and individual donors.
* Build and strengthen relationships with supermarkets, farms, Farm shops, nurseries, and other food suppliers across Arun and Chichester.
* Expand our donor network, increasing contributions from both private and corporate sources.

**2. Food Logistics & Distribution**

* Coordinate with Service Managers and Restore delivery teams to ensure the efficient **distribution of donated food** across all required services.
* Understand service needs and manage logistics to deliver the right food, at the right time, in an **effective and coordinated** manner.
* Maintain our food distribution hub located in our donations hub warehouse,

**3. Supporting Volunteers & Meal Preparation**

* Work closely with volunteers preparing meals across sites, ensuring they have the necessary ingredients and guidance.
* Collaborate with the **Community Inclusion Coordinator** to recruit, train, and support volunteers in preparing **healthy and balanced meals**.
* Develop simple, nutritious meal ideas and support volunteers in creating **diverse and health-conscious menus**.

**What We’re Looking For**

* Experience in **food coordination, logistics, or supply chain management** (ideally within a charitable or community-based setting).
* Strong relationship-building skills with the ability to engage **donors, partners, and volunteers**.
* Ability to work as part of a dispersed team but also independently.
* Working with Communications team to undertake targeted food campaigns
* Knowledge of **food safety and nutrition**, with an understanding of how to provide balanced meals.
* Excellent organisational skills, ensuring smooth **food distribution across multiple sites**.
* A passion for supporting vulnerable individuals and improving health outcomes through food.
* **A valid driving license** (as travel to donor locations and services is required).

**Outcomes expected:**

* To ensure that all services have enough food to provide standard meal offer each day with a range of healthy and nutritious food.
* To increase corporate food donators.
* To reduce the level of purchased food by Stonepillow which has grown by 476% over the last 3 years
* To increase identified donated food by individual donators by inspiring them to give or donate to fund food costs.

**Skills and experience**

**Essential**

* Experience of working within the food industry
* Knowledge and understanding of Food Hygiene and Environmental health standards relating to food preparation, storage and distribution
* Project planning and logistical skills and experience preferably relating to food management.
* Evidence of excellent interpersonal skills and ability to undertake presentations which promote Stonepillows ethos, purpose and values and linking that with the needs to source steady and stable supplies of food.
* Ability to work independently and unsupervised for much of the time. Although supervisions will be provided on a regular basis, and some work will be alongside another team where the food hub is located.
* Excellent IT skills and experience
* Excellent written skills
* Must hold a driving licence and have access to a car.
* Must meet the requirements of an enhanced DBS Check.