



Slow Food® UK

Slow Food UK is a catalyst for positive and lasting change in seeking and preserving good, clean and fair food. We are a unique, not-for-profit member-based organisation. We aim to protect and preserve traditional foods and food cultures in the UK, preserve biodiversity, promote food and taste education and raise awareness about environmental sustainability and social justice issues behind the food we eat. Slow Food UK is an equal opportunity employer.

JOB DESCRIPTION

Partnerships, Projects and Campaigns Manager

KEY PURPOSE OF JOB

This job exists in order to:

1. To lead and work with the CEO, Operations Manager and convivia (member groups) in the development, delivery, and impact of SFUK's partnerships, projects and campaigns.
 2. To work with convivia, members and selected partners to deliver projects and campaigns help SFUK to achieve its aims.
 3. To lead grant and trust writing for projects, partnerships and campaigns.
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RESPONSIBILITIES

PROJECT/CAMPAIGNING MANAGEMENT & GRANTWRITING

- Lead effective liaison/collaboration with external bodies and contacts, including non-government and government, both within and outside the UK about our partnership and project works and opportunities.
- Assist the CEO and our public relations agency with the communications and collaboration about new projects and partnerships to members, convivia, donors, sponsors and the general public.
- Draft project proposals, Memorandum of Understandings, project budgets etc.
- Ensure effective communications and info packs about projects to our stakeholders.
- Co-ordinate communications for relevant Slow Food International campaigns.
- To write grants for projects and campaigns and help secure funding from Trusts, Foundations and Government bodies to enable more projects and campaigns.

PROJECT/CAMPAIGNING CONVIVIA SUPPORT

- Create and facilitate convivia leader activism & participation in national & international partnerships, projects and campaigns.
- Create the tools and resources that will (a) allow convivium leaders to implement projects more effectively, (b) connect to national and international SF programs and projects and (c) provide them with the professional development needed to be ambassadors of the movement on selected projects and campaigns.
- Monthly programmatic and policy updates to leaders as well as annual reports and special communications on our partnerships, projects and campaigns.

- Liaise with convivia on implementing projects and campaigns through at least monthly update phone call.

Line Management and Supervision

This position will be line-managed by the CEO from London and work closely with the Operations/Evaluation and Measurement Manager.

Person Specification

Essential

- A successful track record working with the public especially in the voluntary sector, preferably at a national & international level.
- Project development and partnerships experience.
- A proven track record in the development and delivery of services to members.
- A solid educational background, preferably to masters degree level.
- Excellent oral and written communications skills and an ability to communicate with a wide range of audiences in English.
- Fluent and comfortable with volunteer management and coordination of multiple timelines for various project and campaigns both national and international.
- Ability to inspire, create and help sustain the activities of local volunteer groups.
- Interest in sponsorship and grant-writing and research.
- Excellent project management skills, with proven ability to co-ordinate the work of others in the delivery of communications on projects or campaigns.
- Experience of developing & maintaining relationships with partner organisations.
- Demonstrable interest in Slow Food & sustainable development issues in food.
- An organised approach to work & ability to juggle competing priorities.
- A commitment to the vision and development of Slow Food in the UK.
- Ability to work on own initiative, and adapt to rapidly changing environment.
- A flexible and enthusiastic approach to work and operate as part of a new dynamic team, and a willingness to work occasional weekends or evenings, including being open to an office provided PDA device.
- Good working knowledge of MS Office programmes.

Desirable

- A knowledge of Slow Food and/or food sustainability development issues
- Experience in leading projects, partnerships and campaigns.
- Experience in making communications materials.
- An understanding of voluntary groups and grass-roots campaigning groups.
- Experience of managing relationships in membership organizations.
- Knowledge of local and/or national grant-making structures in the UK.
- Experience with a UK-based organization working in food would be an advantage

Full-time: 5 days a week, flexible on working hours and working partially from home.

Location: Covent Garden, London

To start: preferably by end of June

Remuneration: **£26,000-£30,000** pro-rata.

Extra Information on Environment and Recruitment: We are looking for an energetic team-player who is dynamic and “on-the-ball” and is willing to help drive Slow Food UK forward. Candidates should be willing to be flexible on working hours and be prepared to treat the work as a passion as much as a career. This job vacancy needs to be filled urgently and we will be collecting CVs to short-

list candidates for the position. Short-listed candidates will move on to the next stage of the process detailed below. Interviews will be conducted towards the end of June. Please review the next stage before applying.

Applications will be accepted in electronic form only, emailed to h.hoffman@slowfood.org.uk, and should be sent by the closing date of June 10th 2009. Applications should include a CV and a covering letter explaining reasons for wanting to work with Slow Food UK and outlining reasons for particular suitability for the position.

Interview preparation brief

We will conduct interviews with a short-list of successful candidates. Your interview will last up to 45 minutes and will be with Catherine Gazzoli, Chief Executive, Henry Hoffman, Operations Manager, an HR expert and members of the board.

For your interview, please can we ask you to prepare the following:

1. A **short case-study support document** for moving forwards on Slow Food UK's project and partnership expansion. What projects are most relevant for Slow Food UK to undertake considering the current marketplace and with which partners?
2. Some **brief written thoughts** as to the key elements you envisage as important for Slow Food UK's project and partnerships development strategy and the feasibility for funding these partnerships and projects with grant and trust funding. This should be no more than 2 sides of A4 bulleted.

As well as receiving these documents beforehand, **we will ask you to present the case for support during the interview** in the following situation:

You have been granted a meeting with the head of an organisation and his/her deputy. He/she works in an organisation in a related field which could complement Slow Food's work in a partnership for a joint project, but he/she has not been involved with Slow Food before. One of our Slow Food members who works in this similar field suggested that the organisation might share Slow Food's values, and be open to working with Slow Food; however, the member does not know him/her personally.

You have 10 minutes to present Slow Food in the UK and the case for support for working on a partnership with Slow Food UK to them.

NB. These documents and exercises are not about testing how much you know about the exact workings of Slow Food, more about showing your approach and communication skills.

We suggest that you use our websites (www.slowfood.com and www.slowfood.org.uk) to help you prepare.

Please email your case for support plus strategy thoughts to h.hoffman@slowfood.org.uk **at least 24 hours before** your interview. If you have any questions please call Henry Hoffman on 020 7099 1132.

Slow Food UK Trust, 6 Neal's Yard, London, WC2H 9DP