

**Active
Communities**

Community Chef



Hello.

Thank you for your interest in the Community Chef position.

This information pack contains details about the role, the project, and Active Communities as a whole. For further insights, you can also visit our website at www.activecommunities.co.uk.

The Community Chef plays a crucial role within Active Communities, responsible for planning, preparing, and cooking a variety of nutritious meals while ensuring that kitchen operations adhere to food safety standards and regulations. This position also involves sharing culinary expertise through cooking classes, workshops, and training or coaching volunteers and placements.

This is a fantastic opportunity for someone with exceptional cooking skills who wants to make a positive impact on the local community by providing delicious food and sharing their knowledge. We offer up to 35 hours per week, with flexibility to make this role part-time. This position will require availability for day, evening, and weekend shifts.

To apply, please send your CV along with a cover letter stating what hours of work you are looking for, to info@activecommunities.co.uk.

For assistance with the application process or if you require the application in a different format, feel free to reach out via email at info@activecommunities.co.uk or through WhatsApp at 07479 721 155.

The application deadline is Friday, April 25th, 2025.

We look forward to hearing from you!

About Active Communities.

Active Communities changes lives through motivating and engaging programmes which we deliver using a supportive and friendly approach. We believe in the power of community, listening to community needs and working with local people to improve their health and wellbeing.

Our aims are to connect local people, improve health and wellbeing, reduce loneliness and isolation, tackle health inequalities and provide opportunities for people to reach their full potential.

Our Vision

Everyone in Renfrewshire can live healthier, fulfilling lives

Our Mission

To build healthy, supportive and vibrant communities.

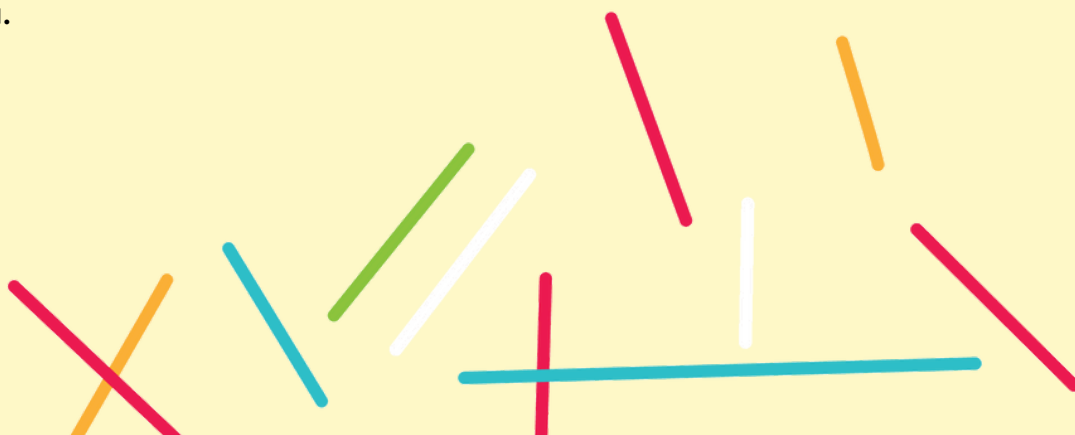
Our Work

We provide a range of health and wellbeing groups and opportunities across Renfrewshire and in our Community Hub, Station Seven. Community Pantry, parenting programmes, after-school programmes, community meals, Jogging Buddies, a crochet group, social drop ins, break-exercise, Pilates, Mindfulness and gardening groups are just a snapshot of what we deliver.

We have welcomed the local charities tenants in Station Seven which has helped us develop our partnerships with these organisations and collectively build on our community reach.

To sustain our Active Community aims and ensure Station Seven as a facility continues its high standards, we have to focus on income generation through space hire, events and fundraising.

Although our hub is in Johnstone, we continue to ensure we have a presence throughout Renfrewshire communities and with local partners, influence how social issues are addressed within the area.



Our Core Values.

We strive to make our values part of our daily life at Active Communities to reflect who we are and what we want to achieve in the local area.

We Champion

We listen and amplify the voices of communities, advocating for those who needs us the most

We Care

We are inclusive and compassionate, valuing every individual, and treating all with dignity and respect

We Connect

We bring people together creating a sense of belonging and purpose

We Celebrate

We celebrate achievements big and small

We Challenge

We challenge indifference and prejudice at all levels

We are Courageous

We innovate, adapt, and learn from success and mistakes



Job Description.

Salary:	£25,750 Pro rata
Responsible to:	Food Project Lead
Hours:	28 - 35 hrs/wk full time OR part time hours available. (We are flexible on hours and work pattern)
Contract	Fixed Term until 31st March 2026
Based:	Johnstone within some travel across Renfrewshire
Special Conditions:	Day, evening and weekend work required.

PVG for both adults and children required.

This post is funded by Scottish Government Investing in Communities Fund.

Project Summary

The Round the Table project will use a holistic, community led, place-based approach to address local needs and realise the full potential of our local community. The project will provide opportunities for people to come together “Round the Table” to: Access support, Eat, Cook, Talk, Participate, Share, Learn and Make decisions.

The broader outcomes being to improve health and wellbeing, tackle social issues, reduce food insecurity, increase learning opportunities, and reduce social isolation and loneliness

Job Summary

The Community Chef will be a key member of the Round the Table project team. You will prepare and cook a range of healthy food at the highest quality and standards to support our project activities. You will lead the development and implementation of procedures that support the running of the kitchen in line with Environmental Health and Health and Safety regulations. Working in a fully equipped training kitchen you will provide opportunities for training, volunteering and work experience.

We are actively seeking a community chef who can play a pivotal role in our initiative aimed at reducing food waste. This chef will be responsible for creatively utilising food that is nearing its expiration date or otherwise deemed ready to be “wasted.” By dynamically cooking with these ingredients, the chef will not only help us minimise food waste but also contribute significantly to our community pantry. The meals prepared from these ingredients will be healthy and nutritious, ensuring that individuals in our community have access to wholesome food options.

The ideal candidate will possess skills in improvisational cooking, allowing them to transform surplus ingredients into delicious meals. They should have experience working with diverse populations and an understanding of nutritional needs, ensuring that all meals provided are balanced and beneficial for health.

Experience of social enterprise and developing activities for income generation will be an advantage.

Job Description Cont'd

Key Responsibilities

Deliver Project Outcomes

Support delivery of the project outcomes as agreed with the Scottish Government, as follows, but not exclusively:

- Delivery of 8 (monthly) community get-togethers lunches/meals with a target of 20 new people at each event
- Development of community kitchen model with training opportunities for 12 new volunteers
- Develop link to West College Scotland to provide 10 placement opportunities for catering students
- Support the community pantry by preparing healthy meals from surplus ingredients.
- Plan, prepare and provide a range of healthy and nutritious food for project activities.

Lead the Community Kitchen

- Prepare and cook a range of healthy food at the highest quality and standards within our community kitchen.
- Develop a community kitchen model with training opportunities.
- Lead to develop a range of systems and procedures that support the running of the kitchen in line with Environmental Health and Health & Safety regulations.
- Work alongside the Food Project Lead to meet shared outcomes.

Be Financially Responsible

- Assist with setting project budgets.
- Monitor project expenses and assist with the reporting of expenditure.

Work with people and build partnerships

- Build strong and effective working relationships with those colleagues working together on the project and the wider Active Communities team.
- Develop strong partnership working with providers, local charities, community groups and businesses.
- Support local people to shape programmes and influence services.
- Support and on occasions lead sessional staff and volunteers.

Ensure Quality, Compliance, Monitoring and Evaluation

- Monitor, record and report on the project's impact, collating quantitative and qualitative data, and reporting on the outcomes achieved.
- Follow Scottish Government project guidelines.
- Ensure compliance to all relevant policies and procedures, including Food Safety and Health and Safety policies.

Person Profile

	Essential	Desirable
Qualifications	Up-to-date Level 2 Food Hygiene and Safety Qualification	Hold City & Guilds/NVQ/SVQ or equivalent in cooking.
Skills, Knowledge and Ability	<ul style="list-style-type: none"> • Strong demonstratable skills in preparing and cooking a variety of food suitable for the local community. • A good understanding of nutrition and working with fresh seasonable food and improvising recipes from food surplus. • Confidence and successes working in a kitchen and supervising others. • Confidence and effectiveness sharing your cooking skills • Confidence and understanding engaging with people in the community • Manage and lead a working kitchen. • Expert understanding of HACCP and food/kitchen health and safety. • Work within a budget and some budgetary responsibilities • Manage stock control and keep good records. 	<ul style="list-style-type: none"> • Strong coaching and mentoring skills and enthusiasm to share skills with others • A good understanding of social issues affecting local communities i.e. food poverty, financial poverty, isolation • And extended social issues like climate, unemployment and skills gap • Competent digital technology skills • Social enterprise experience • Undertake auditing, evaluation and monitoring • The capacity to collaborate with and motivate others both within and out with the organisation. • Provide training and development to others • A valid Driving Licence
Attributes and Values	<ul style="list-style-type: none"> • Effective communicator, written and verbally with a warm, professional, and friendly manner • Enthusiastic, compassionate and kind • Provide a positive participant experience • A commitment to working flexibly 	

What we offer you

- Excellent holiday entitlement (35 days pro rata including public holidays).
- Flexible working.
- Westfield Health plan - savings on dental, optical, physio etc.
- Discounted retail vouchers.
- Employee Assistance Programme.
- Free fitness and wellbeing classes for colleagues.
- Nest pension.
- Opportunity to make a difference and have influence in local communities.
- Opportunity to work with a well-respected charity which has a strong sense of values and commitment to the community.



We are committed to opportunities for all and welcome applications from all sections of the community and diverse groups.

**We will treat applications in line with our privacy notice which is available on request.
Thank you for your interest in Active Communities - we can't wait to hear from you!**

**Active Communities (Scotland) Ltd. 7 Quarry St Johnstone PA5 8DY
Tel: 01505 801 501 | Email: info@activecommunities.co.uk | www.activecommunities.co.uk
Company number: SC370513. Charity number: SC041275.**