RECRUITMENT PACK

Hi!

Thanks for your interest in our post.

This pack contains three documents:

1) Job description
2) Application Form - we know this is a PDF, so can be hard to edit, so please create your own word version answering our questions - don't worry about the formatting!
3) Background about the project

Please note, we cannot accept applications which are not on our application form.

The deadline is midday, 2nd November. Interviews are planned for 10th November.
If you need more info before applying, please contact me on katy@shropshiregoodfood.org

Thanks
Katy
Co-Director
Shropshire Good Food Partnership

1. Shropshire Food Futures Project Co-ordinator Job Description

Salary: £34,983, pro rata
Hours: 30 hours / week (4 day / week)
Contract: Part-time, fixed-term until 31st March 2030
Target Start Date: 11th November (or subject to candidate's notice period)
Employed by: Shropshire Good Food Partnership CIC
Responsible to: Shropshire Project Delivery Group and Project Bioregional Co-ordinator (based in Monmouthshire)
Location: Candidate must be based in Shropshire as regular travel and attendance in person to events across the county will be required.
Work Pattern: This is a four-day-a-week role, with some flexibility around working hours. Occasional evening and weekend work will be required for project events and activities, with time off in lieu provided for additional hours worked. Job share arrangements will also be considered.

Shropshire Good Food Partnership
Shropshire Good Food Partnership works for food systems change and resilience. We bring people together from across food supply chain: farmers to retailers, food banks, schools, community organisations, academic institutions, Councils. Founded in 2021, we have more than 400 members and have worked on regenerative farming, healthier eating, carbon reduction and local producers. We are an equal opportunities employer and welcome applications from all sections of the community.

The Marches Food For the Future Project
As part of the Marches Food Partnership—a cross-border collaboration spanning Shropshire, Monmouthshire, Herefordshire, and Shropshire—Shropshire Good Food Partnership is delivering a transformative regional project funded by The National Lottery Community Fund's Climate Action Fund.
Our vision is a connected community bound by a shared, low-carbon story of food. The project brings together local community clusters, farmers, health stakeholders, and decision-makers to build a community-led food movement. By promoting regenerative agriculture, improving access to healthy local food, and tackling climate risks, we aim to drive systemic change and enhance community resilience across Shropshire and the wider Marches Bioregion.

Job Description
To lead project delivery, strategic coordination, and community engagement across Shropshire as part of the broader Marches Bioregional climate action initiative.

- Lead project delivery across Shropshire*'s* 3 designated Community Food Resilience Clusters, supporting local climate actions such as community growing, cooking projects, and low-cost veg box trials.
- Support and recruit local facilitators, cooks, and growers within Shropshire community groups to deliver on-the-ground activities. Building capacity and resilience.
- Facilitate community assemblies and inclusive decision-making processes in Shropshire clusters to ensure local co-production and ownership of climate actions.
- Build strong links with Shropshire farmers and growers, facilitating farm visits, local food supply links, and participatory research into regenerative farming practices.

- Oversee local *'Our Story of Food'* creative exhibits and events in Shropshire to engage new and diverse audiences with food system resilience.
- Champion Equality, Diversity, and Inclusion (EDI), actively removing barriers to involve underrepresented groups, young people, food-insecure households.
- Align project outcomes with local strategic frameworks, including Shropshire County Council's Climate Emergency Response and Resilience Taskforce.
- Develop and support a Delivery Group of organisations representing stakeholders to guide project direction and support outreach to bring project learning to the attention of wider food system audiences across the county.
- Work in close partnership with the Bioregional Project Coordinator and county Project Coordinators for Monmouthshire, Powys, and Shropshire to ensure cross-border alignment and shared learning.
- Contribute local toolkits, stories, and case studies to the shared Bioregional Resource Hub, co-hosting regional learning circles, webinars, and the Annual Bioregional Convergence.
- Fundraise via grants (and considering other revenue opportunities such as sponsorship) to ensure that SGFP meets its match-funding commitment towards the annual bioregional convergences.
- Contribute project news to our social media, regular email updates and zine.
- Gather local monitoring data and carbon totaliser metrics in coordination with the central Monitoring, Evaluation and Learning Coordinator to evaluate carbon savings and social impact.
- Keep project records and follow project financial and procurement procedures.

Person Description (E = Essential, P = Preferred)

- Proven track record in delivering community-led climate, food, environmental, or sustainability projects E
  Deep understanding of sustainable food systems, climate resilience, regenerative farming, and community action (particularly within rural contexts) E
  Experience engaging with diverse stakeholders, including farmers, grass-roots activists, community anchors, health boards, and local authority officers E
  Demonstrated experience in co-production, community facilitation, and deliberative processes (e.g., community assemblies or participatory workshops) E
  Familiarity with English policy frameworks (e.g. Shropshire Climate Emergency Response, English National Food Strategy) E
  Strong organisational and communication skills with the ability to manage localised cluster activities and track project monitoring metrics E
- Self-starter with a collaborative approach, must also be comfortable working independently E
- Practical commitment to Equality, Diversity, and Inclusion, with an understanding of barriers to participation in rural and deprived settings E
  Able to drive and have use of your own vehicle for business travel across Shropshire community clusters E

How to Apply

To request an application form or if you require any further information regarding this post, please contact: *katy@shropshiregoodfood.org*
Closing Date: 2nd November 2026 midday
Interview Dates: 10th November 2026 (tbc)

JOB APPLICATION

Position applied for:	**Shropshire Food Futures Project Co-ordinator**
Full name	
Home address	
Telephone number(s) where we can contact you	
Email address	

References
Please give details of two referees who are willing to support your application. One of these should be your most recent employer.

Full name Address Postcode Telephone Email *May the above person be approached before any interview?* *How is this person known to you?*	Full name Address Postcode Telephone Email *May the above person be approached before any interview?* *How is this person known to you?*

Declaration *I understand that any false or misleading information given in this application may render my employment, if I am appointed, liable to termination. I declare that to the best of my knowledge the above information is correct.*

Signed **Date**

If you return this form by email, it will be accepted as signed.

Education and training
Please give details of any relevant qualifications or training, including any part-time courses.

Continue on a separate sheet if necessary.		
School / College / Awarding body	Qualification	Date

Present & previous employment/voluntary work over the past ten years *Relevant employment before this may be detailed on a separate sheet.*			
Job Title	Employer	Dates	Brief summary of duties

Please give details of your knowledge, skills and experience relevant to this post *Please pay particular attention to this section as it tells us what makes you suitable for this job. Your application will be judged against the Person Specification. Please give evidence for each point on the Person Specification, being as specific as possible and supporting your answers with examples. Please also tell us why you wish to apply for this post. Continue on a separate sheet if necessary.*

Please list evidence of your continuous professional development
Where did you see this post advertised?
Closing date: 2nd November 2026 midday **Interviews: 10th November 2026** Please ensure this form is returned by the deadline to: katy@shropshiregoodfood.org

Marches Food Systems for the Future Project

Project Overview Project Internal Only

This document was developed to provide an overview of the Marches Food Systems for the Future Project funded by the National Lottery Community Fund's Climate Action Fund. It brings together project descriptions from the Lottery bid documents, along with information from meetings and conversations held with the Marches Food Partnership and wider project partners.

The purpose of this document is to support a consistent understanding of the Project across all partners by providing agreed descriptions of the project's aims, governance structures, delivery model and key terminology. It is intended to act as a reference document for partners during project mobilisation and delivery, supporting the development of job descriptions, communications materials, governance arrangements and engagement with external stakeholders.

It also seeks to establish clear distinctions between the Marches Food Partnership (the partnership itself comprising of four local Food Partnerships), the 'Marches Food Systems for the Future' Project (the funded project), and the governance and delivery structures that support the Project.

Project overview

The Marches Food Systems for the Future Climate Action Fund Project is a four-year collaborative initiative developed by the Marches Food Partnership. It is a bioregional movement-building project that uses food as a practical and engaging way to bring communities, farmers, organisations and decision-makers together to take action on climate resilience, strengthen local food systems and create lasting change across the Marches and beyond.

Food system challenges don't fit neatly within county, local authority or national boundaries. Partners are organising across a shared geography, economy, landscape and food system based on the belief that If communities, farmers and institutions across the Marches can learn and act together, they can influence the food system more effectively than any county working alone.

The long-term ambition is to connect communities, farmers and institutions, building the relationships, knowledge and infrastructure needed to create a recognised Marches Bioregion capable of acting collectively around food, climate and resilience, regardless of county or national boundaries.

Over time, the Marches Bioregion could become a recognised framework for collective action on food resilience, with the Project acting as a proof of concept for this approach.

The project has secured £1,458,194 through the National Lottery Climate Action Fund to support delivery over four years. Match funding is needed to cover the costs of the three annual Convergences which will bring people together across the Bioregion to share learning.

Objectives

1) A community-led food movement drives carbon reduction and resilience.
2) More farmers sell food locally and adopt regenerative farming practices.
3) Bioregional collaboration inspires and embeds change

Governance Structure

The Project operates through four Food Partnerships (Monmouthshire, Powys, Herefordshire and Shropshire), which are responsible for local delivery. A cross-partnership Delivery Group coordinates implementation and oversees project management. Community Assemblies and a

Multi-Stakeholder Advisory Board provide mechanisms for community participation, learning, challenge and strategic input.
Together, these structures are intended to support a co-produced, community-led approach to delivery and decision-making, rather than a traditional top-down governance model

Structure

National Lottery - The Funder

*Monmouthshire County Council (*MCC) - The lead body responsible for financial accountability

- If there is an audit issue, ineligible spend, fraud, procurement breach, underspend, or clawback risk, the Lottery comes to MCC first. MCC must then recover costs from partners if appropriate.
- MCC is responsible for ensuring monitoring returns are submitted, outputs are delivered, claims are correct, evidence is retained and that all partners comply with grant conditions.

Delivery Group – Cross-partnership project management and coordination group comprising the Countryside, Destination and Environment Manager (MCC), Sustainable Food Projects Manager (MCC), Bioregional Coordinator, four Project Coordinators and the Monitoring, Evaluation and Learning (MEL) Lead.

- The Delivery group is responsible for project management and operational decision-making. Its functions include monitoring progress, reviewing learning, assessing risks, coordinating resources, identifying where strategic direction is needed, identifying lessons learned, agreeing implementation changes.

Four Food Partnerships- Monmouthshire Food Partnership (MCC), Bwyd Powys Food (Cultivate), Herefordshire Food Alliance & Shropshire Good Food Partnership

- The four organisations responsible for project delivery. They employ staff, manage budgets and run activities. In Shropshire a delivery group of farmers, councillors and community representatives will be formed to steer the project.

Community Clusters – Twelve place-based partnerships (three in each county) where local activity takes place.

- Communities follow a journey from exploring their shared Story of Food, to identifying priorities, taking collective action and sharing learning across the wider Marches Bioregion. Community Clusters aim to build leadership, strengthen local networks, increase understanding of climate risks and support collective action.

Community Assemblies- Participatory mechanism for community influence and co-production.

- These are participatory events that bring together residents, farmers, organisations and decision-makers to reflect on learning, shape priorities and contribute to the development of the Project's future vision and evidence base. They provide a mechanism for community influence and co-production, rather than formal project management or financial governance.

Advisory Board- Provides strategic advice, challenge and accountability.

- The Advisory Board acts as a strategic reference group, bringing together community representatives, farmers, public sector partners and subject experts to provide advice,

challenge and accountability, ensuring that the project remains community-led and informed by diverse perspectives across the Marches

Bioregional Loop – The learning and collaboration mechanism that connects activity across the Project.

- The Bioregional Loop is the mechanism through which learning from Community Clusters, farmers and partners is shared across the Marches. Through learning circles, events, campaigns, learning circles, shared resources and collaboration, local experiences are amplified to inspire wider action, strengthen relationships and support long-term change in food systems, climate resilience and community wellbeing.

Marches Convergence - The annual gathering for learning, reflection and collaboration across the Marches

- The Annual Bioregional Convergence is the primary gathering point for participants and stakeholders involved in the Project. It brings together communities, farmers, Food Partnerships and strategic partners from across the Marches to share learning, reflect on progress, strengthen relationships and identify opportunities for future collaboration and collective action

Staffing

The Project will be delivered by a cross-partnership team hosted across the four Food Partnerships. The staffing structure is as follows

MFP (MCC)

- Bioregional Coordinator
- Monmouthshire Project Coordinator
- Communications Coordinator
- Support Officer / Project Administrator

Powys (Cultivate / Bwyd Powys Food)

- Powys Project Coordinator
- Monitoring, Evaluation and Learning (MEL) Coordinator
- Good Food Loops Officer (match-funded post supporting local food market development and food loops work)

Herefordshire Food Alliance (hosted by New Leaf)

- Herefordshire Project Coordinator

Shropshire Good Food Partnership

- Shropshire Project Coordinator

Delivery Journey

Recruit and mobilise the partnership; engage communities through *Our Story of Food*; support community-led food resilience action and farmer engagement; share learning through the Bioregional Loop and the annual Marches Convergence; and use the resulting evidence, learning and relationships to embed long-term systems change across the Marches.

Phases- How the Project is delivered over time

Phase 1 – Mobilisation and Set-Up

- Recruit project team.
- Establish governance structures (Delivery Group, Advisory Board, Community Assemblies).

- Build the Resource Hub.
- Develop ways of working, MEL framework and communications approach.
- Identify and engage the 12 Community Clusters (3 per county)

Phase 2 – Community Engagement ("Our Story of Food")

- Launch the project across the four counties.
- Engage communities, farmers and local organisations.
- Co-create each community's "Story of Food".
- Use food conversations, community meals, exhibitions and storytelling to build understanding of local food systems and climate resilience.
- Establish local steering groups and identify priorities for action.

Phase 3 – Community Action and Farmer Engagement

- Deliver locally designed food resilience and climate action projects.
- Support activities such as: growing, cooking, composting, food waste reduction, community meals, local food initiatives.
- Connect communities with local farmers.
- Support farm visits, local produce trials, vegetable box pilots and peer learning.

Phase 4 – Bioregional Learning and Collaboration

- Capture learning from communities and farmers.
- Share learning through the Resource Hub, Learning Circles, webinars, campaigns and the annual Marches Convergence
- Build connections between communities across the Marches.

Phase 5 – Evidence and Systems Change

- Gather evidence of what works.
- Co-produce a shared Vision for Future Food.
- Develop an evidence case for wider change.
- Engage councils, health boards and other stakeholders.
- Seek commitments that embed food resilience into policy, planning and investment decisions.

Phase 6 – Legacy and Embedding

- Support communities to continue beyond the funded period.
- Celebrate achievements and evaluate impact.

- Share learning nationally.
- Leave behind stronger local networks, increased food resilience and a lasting bioregional collaboration framework.

Layers- What the Project is trying to change

The Project operates across three interconnected layers which run throughout all phases of delivery. Together, these layers support the development of more resilient communities, stronger local food systems and lasting bioregional collaboration

Layer 1: Community Action

Building community leadership, knowledge and collective action through 12 Community Clusters across the Marches, helping people better understand their food system, climate risks and opportunities for local action

Layer 2: Reconnecting Communities and Farmers

Strengthening relationships between communities and food producers to support regenerative techniques, local food markets and more resilient supply chains

Layer 3: The Bioregional Loop

Sharing learning, stories, evidence and experience across the Marches so that successful ideas can be adapted, replicated and scaled, supporting wider collaboration, influence and systems change.