**FoodWise Partnership Manager**  
**Job Description and Person Specification**

**Job Title:** FoodWise Partnership Manager  
**Location:** Home-based – travelling in the Guildford and Woking area with ability for c25 mile radius of Guildford.  
**Salary:** £12 \hour  
**Hours:** 10 hours per week  
**Contract Type:** 1 year contract (to be reviewed)

FoodWise is looking to recruit a highly motivated Partnership Manager to promote FoodWise courses in the Woking/Guildford area. This is a key role within our newly registered charity and integral to its on-going development and success.

The principal focus of the role is to create opportunities that foster close working partnerships that result in regular referrals of people within our target audience and a commitment from suitable venues to host scheduled training courses.

**About FoodWise TLC**
FoodWise TLC is a recently established Christian based charity delivering food provision, training and education to local communities. We currently work in partnership with churches and community groups in and around Woking and Guildford in Surrey.

FoodWise seeks to relieve the impact of financial hardship through the provision of food coaching. On our free cookery skills training courses we teach people how to prepare and cook nutritional food on a restricted budget.

Full details of FoodWise activities can be found on our web site: www.foodwisetlc.care

**Key Responsibilities**

- Identify and develop working relationships with relevant organisations* in order to foster local and ultimately nationwide referrals to FoodWise courses and create a bank of suitable training venues.  
  * For example: Charities, Christian agencies, food banks, churches, frontline government agencies (e.g. CAB & WAV) doctors, frontline NFP agencies (e.g Surestart), schools (Link Workers) and Trusts
- Work closely with Foodwise’s Food Coaches (currently 2, who are responsible for course delivery) to ensure courses are well publicised, fully attended, and deliver agreed outcomes.
- Help improve the structure and delivery of Foodwise services specifically aimed at those in child poverty, young mums, elderly and families in need.
- Report directly to trustees against an agreed roll out plan for growing Foodwise’s reputation and activities across the Woking/Guildford area.
• Develop statistics about FoodWise effectiveness and efficiency in terms of cost per trainee and effective use of funds, as well as gathering appropriate measures of success for FoodWise course participants, who leave FoodWise more skilled and confident in cooking and preparing meals on a budget.
• Document agreed working relationships with new organisations and clients, so everyone is clear about deliverables and responsibilities.
• Work in partnership with the marketing function to promote FoodWise

**Person Specification**
The post would particularly suit someone who has compassion for people on low incomes and an interest in healthy eating. A background in marketing, PR or other promotional role within the voluntary sector would be a distinct advantage.

You should be:

• Able to manage a varied workload, prioritise and meet deadlines
• Possess excellent communication skills - being persuasive and confident to promote our mission
• Have a working knowledge of IT skills (Word, Excel, Email)
• Be self motivated, flexible and adaptable to the needs of the organisation
• Applicants must have the right to work in the EU.

**Additional Information**
Flexible hours working from home and in the community.
Phone and laptop provided.
Own car required with appropriate insurance
Reasonable travel and out of pocket expenses paid
Negotiable Holiday entitlement to suit applicant and charity

**Further details & Application**
To discuss the role further please call or email Martin Vodden, Chair of Trustees.
Applications by email with accompanying CV.
Tel: 07768 005155
Email: martin.vodden@foodwisetlc.care

Registered Company Number: 09561460
Registered Charity Number: 1164890