



Reading
Gateway
Church

FOOD WISE READING

FOOD COACH

Job Description and Role Specification



Position: Food Wise Reading - Food Coach

Purpose of Role: The Food Coach is a key outreach role at Reading Gateway Church responsible for delivering food courses to the South Reading Area.

The Food Coach will work closely with the Pioneer Curate to ensure the effective planning, promoting, organising and running of regular Food Courses during term time and community meals during holidays.

Accountable to: Pioneer Curate

Employer: The PCC of Reading Gateway Church

Supervisory

Responsibility: Volunteer adults from the church, and non-church helpers

Works with: Clergy & Ministry team
Safeguarding Officer
Health and Safety Officer
Parish Administrator

Other Key

Relationships: The Incumbent with whom grievances may be raised

Main Area of To run regular food courses in association with FoodWise TLC.

Responsibility: Manage stock levels, maintain kitchen hygiene and records, design and deliver cookery activity lesson plans, teach budgeting and cooking of the chosen recipes, run community meals in the holidays. As with all outreach projects, we expect that this role will develop as the project grows in its mission.

1. Key Responsibilities –

- Plan, organise and deliver efficient cooking courses with an enthusiastic and caring attitude.
- Work closely with the Pioneer Curate to arrange, set up and administer courses ensuring they are well organised, enjoyable, and deliver agreed outcomes.
- Manage the planning, organising and delivery of the community meals programme in the holiday seasons.
- Deliver and improve food courses; grow FoodWise Reading's reputation and activities across the South Reading area.
- Maintain good records and statistics about FoodWise's effectiveness and efficiency in

terms of the courses we run as well as gathering feedback from FoodWise course participants, identify key indicators to determine whether FoodWise participants are more skilled and confident in cooking and preparing meals on a budget after each course.

- Ensure kitchen complies with Food Safety regulations and appropriate documentation is completed as per Reading Gateway Church food safety policy and procedures.
- Be involved in the recruitment and supervision of volunteers.
- Purchase produce and manage stock levels by liaising with ReadiFood (Reading's Foodbank) and WCDA (Whitley Community Development Association)
- Work in partnership with the website and graphic designer to create promotional material for FoodWise Reading.

2. Person Specification

Attributes	Essential	Desirable
Personal Qualities	<ul style="list-style-type: none"> ▪ Possess strong interpersonal skills with the ability to relate sensitively with people and children of all faiths and backgrounds. ▪ Be able to teach and manage small groups of individuals. ▪ Be able to manage a varied workload, prioritise and meet deadlines. ▪ Possess excellent communication skills - being confident and compassionate to design and deliver effective courses and promote our mission. ▪ Be self-motivated, flexible and adaptable to the needs of the charity. ▪ Have adaptable and creative food skills. ▪ A satisfactory DBS Check at an enhanced level 	<ul style="list-style-type: none"> ▪ Fun-loving and a great sense of humour ▪ A love and passion for cooking with others
Education and Training	<ul style="list-style-type: none"> ▪ Food and Hygiene Level 2 qualification will be required (can be completed through online course for the right applicant) which will need to refresh every 3 years ▪ First Aid at work training (training to be provided) ▪ Cooking qualification or experience 	<ul style="list-style-type: none"> ▪ Food & Hygiene Level 3 ▪ Health and Safety ▪ First Aid ▪ Safeguarding training
Experience	<ul style="list-style-type: none"> ▪ Experience of working within teams and managing people and resources. ▪ Proven experience of clear communication. ▪ Proven ability to solve problems. ▪ Experience of planning and teaching others 	<ul style="list-style-type: none"> ▪ Experience in Hospitality and food industry
Knowledge and Skills	<ul style="list-style-type: none"> ▪ Competent in cooking and ability to teach. ▪ Have a working knowledge of IT skills (Word, Excel, Email) ▪ Strong verbal and written communication skills. ▪ A relational individual with the ability to build good connections within the church. ▪ Organised with a high attention to detail. ▪ Able to manage a simple budget. 	<ul style="list-style-type: none"> ▪ Management Skills ▪ Presentational Skills ▪ Communication Skills ▪ Proficient in Microsoft Office.
Behaviours	<ul style="list-style-type: none"> ▪ We are an open, inclusive evangelical Anglican church: the candidate must be able to sympathise with a lifestyle commensurate with our beliefs and core values. ▪ Is a Christian. ▪ Comfortable sharing the Christian Faith with non-believers. ▪ Diplomatic, discreet, and trustworthy ▪ Personally secure, and emotionally resilient, able to keep calm under pressure. ▪ An understanding of Reading Gateway Church's vision and values and commitment to work within them (see below). 	

3. What we offer you

- Participation in a great team, within a vibrant, growing church. It is an exciting and challenging place to work and is full of variety. We aim for a 'can do' environment where innovation and creativity is encouraged alongside serving others. The staff community is welcoming, warm and engaging.
- Appropriate training.
- As member of the staff team you will be provided with a laptop and mobile phone for work use.
- Working Conditions:
 - Part Time: 10 hours per week. These hours can be worked flexibly.
 - The post is based at our St Agnes site.
 - Salary: £12 - £15 per hour depending on experience
 - Expenses: we will pay legitimate expenses
 - Pension: we pay a 3% pension once working 15 hours per week
 - Holidays: 20 days based on a 5-day working week. Statutory public holidays are in addition to this leave.
 - Contract: 2 year fixed-term contract, following satisfactory completion of a probationary period of 6 months and a full review at this point

4. The future

This post is fully funded for two years. The end of that period will allow a review on both sides; however, our hope is that we will receive further funding to allow this post to continue.

5. Reading Gateway Church Vision and Values Statement

1. Who we are (our Identity as a church)

We are one church made up of two sites at St Agnes and St Barnabas who are:

- A united Christian presence across South Reading.
- Passionate about showing God's transforming love, healing, and compassion to all.
- A welcoming, caring, generous, joyful, and inclusive community who do life together.
- A kingdom focused church who reflects their diverse local community.
- A highly relational community with a heart for God's mission.

2. What is our call (Vision)

Our vision is to see

'South Reading experiencing and being transformed by the Good News of Jesus.'

Growing Disciples:

- By being a worshipping and praying community who encounter God through varied and vibrant styles of worship and prayer, led by Word and Spirit.
- Through building relationships, caring for and supporting one and other.
- To be an active Christian presence within the community of South Reading, prioritising, children and families, young people, and schools. Equipping, enabling, and empowering everyone to be more Christlike in how we live as the people of God.
- Building the confidence of all to share the good news of Jesus.
- Resourcing, developing growing leaders and encouraging all to use their gifts collaboratively across the parish.

Reaching Out

- To be an active Christian presence within the community of South Reading, prioritising, children and families, young people, and schools.
- Through social action projects prioritising the isolated, lonely, poor, needy, elderly, and vulnerable.
- To build on and develop relationships through partnership working with local support agencies, churches, and community organisations across the parish.
- To cultivate and develop missional opportunities and worship communities across the parish to extend the kingdom of God.
- To reach out to the local business community and new housing developments.

3. What are our values (Our Character as a church)

- **Prayer and worship** – being at the heart of all we do as a church community.
- **Spirit-led** – a kingdom focused church community led by the power of the Holy Spirit.
- **Love in action** – a united church whose lives demonstrate God's love and hope to all.
- **Encountering Jesus** – our desire is to see everyone encounter the transforming love and power of Jesus.
- **Being Christ Centred** – in how we live, relate to, and treat others.
- **Inclusive Community** – built on loving relationships where everyone is valued, accepted, involved and able to contribute.
- **Social transformation** – a church community where the gospel principles of generosity, social justice and compassion are put into practise.