



## Cook Up development worker

**Location:** South Islington and Bethnal Green, London

**Responsible to:** Cook Up manager

**Salary:** £14,852 (FTE 29,704)

**Hours:** This is a permanent, part time role, 18 hours per week

**Leave:** 25 days holiday per annum plus bank holidays

### How to apply

If you decide to apply, please send the following two documents to [info@qsa.org.uk](mailto:info@qsa.org.uk):

1. A copy of your CV, highlighting the areas of your experience pertinent to this role
2. A supporting statement, of no more than 3 sides of A4, **outlining how you meet our person specification (below)**

We invite you to complete our online [equality and diversity monitoring form](#).

Closing date is **9am on Wednesday 10 November**

Interviews for the shortlisted candidates will be held on **Monday 15 November 2021**. These will ideally take place in person at St Luke's Community Centre, near Old Street – however Zoom interviews can be organised by arrangement.

Being a diverse and inclusive organisation is very important to us. We actively encourage and welcome applications from candidates of diverse cultures, perspectives and lived experiences.

**Thank you for your interest. We look forward to your application.**



## About the role

Quaker Social Action (QSA) recently piloted a new project, [Cook Up](#), a kitchen space for those without a kitchen as part of our homelessness work. The pilot was a success and we are now looking to expand the team to run a more consistent service, reach more people, and deliver a greater impact. You would be joining our project manager, who has been with the project since the pilot's inception. Now is an exciting time to join Cook Up as we look at what we can do next.

Cook Up aims to improve the health and wellbeing of people with experience of homelessness by providing a clean and safe space to cook and eat, where those attending have choice and control over the meal they make for themselves. People who attend the service have diverse experiences of homelessness; some are asylum seekers housed in hotels with no kitchen facilities, others are sleeping rough and some are in temporary accommodation without access to appropriate kitchen facilities. Cooking in the kitchen is what unites them, and is something they can look forward to.

We have been running fortnightly sessions and in order to meet demand and reach new people, we plan to run these weekly, initially at our hired space in St Luke's Community centre, near Old Street, but also trialling other community kitchen spaces to meet demand. We're also keen to share our learning with others who may wish to set up similar projects, and part of the role will be working with the manager to explore ways we can do this, such as by offering training or sharing resources and insights.

We're looking for someone who is passionate about supporting people facing difficulties to seek solutions to the problems affecting their lives. Cooking sessions are lively and fun-filled but also challenging as you will be dealing with a number of people cooking different meals, many of whom do not speak English as a first language. Resilience and an ability to cope well under pressure, ideally with a sense of humour, are qualities we are looking for. You'll have an interest in cooking and wellbeing and a creative attitude to problem-solving, as people may present different barriers to attending the sessions and we want the service to be accessible to anyone who needs it.

As well as the cooking sessions, you'll be working with our project manager to develop the project, looking at how we can have greater reach, so you should be comfortable with a mix of office work too. We're looking for someone who is well-organised to juggle these different responsibilities and happy with a varied workload.

You would spend half a day each week at the hired kitchen space near Old Street and the remaining time between our Bethnal Green office and/or home. We currently have a blended and flexible home/office working arrangement. There is potential in the future to spend some half-day sessions at other kitchen venues in London as we trial different locations.

This is a permanent, part time role, 18 hours per week. There is a requirement to work a full day on Tuesday for cooking sessions and half a day on Monday for grocery shopping but other hours can be worked flexibly according to the needs of the project.

We ask participants to provide a recent Basic DBS Check, or be willing to undergo a Basic DBS check, because the role requires a high level of trust with adults who may have vulnerabilities.



## What does QSA do?

Quaker Social Action's mission is twofold. We enable people on low incomes in east London and beyond to seek solutions to the issues affecting their lives. To do this, we listen and respond to the needs of the community by running practical, sustainable and collaborative projects. Where we see the potential to bring benefit to communities outside of our own, we share our learning by running professional training, and by using our voice to seek structural change by speaking truth to power.

Services include: crisis support for those unable to afford funerals; courses that empower people to manage their money more confidently; practical support for people experiencing homelessness such as a mobile library and a community kitchen space; wellbeing interventions, and the UK's first dedicated supported housing project for young carers.

QSA was founded by Quakers in 1867, troubled by the social injustices of the time and keen to tackle them. This sense of taking practical action has stayed with us over our 150 year history and our organisational values are aligned with Quaker values of equality, truth and peace. We are proud of our Quaker heritage and our place within the Quaker community, while also clear that our services, jobs and volunteering roles are open to all.

[Learn more about our practical action against poverty >](#)

## Job description

**Purpose of post:** To deliver a great service for participants of Cook Up and work with the manager to ensure the project has a positive impact and develops greater reach.

### Service planning and delivery

1. To ensure the space is safe, clean and welcoming and that sessions run to time.
2. To provide ingredients; liaising with participants, on-site food bank and doing grocery shopping.
3. To ensure attendees have enough support to cook the dish of their choice.
4. To engage with participants between sessions as needed.
5. Work with participants to identify and resolve any difficulties in attending or making the most of the sessions, and to develop the service collaboratively with them.
6. To facilitate a sense of community and encourage conversation during the sessions.
7. To identify and reflect on the wider issues affecting the participants' lives and share learnings and insights on homelessness with the project manager to shape future work.
8. To identify, with the project manager, areas that may benefit from the Cook Up model and ways we could address that; trialling sessions at other locations or sharing learning from our work.

### Communication and external liaison

1. To develop relationships with organisations that come into contact with people who have experience of homelessness to promote the service and recruit participants.
2. To signpost participants to other organisations for issues beyond the remit of Cook Up.

### General

1. Work within the policies and procedures of QSA.
2. Attend meetings within and on behalf of QSA as appropriate.
3. Receive line management, supervision and appraisal from the Cook Up project manager.
4. Any other duties, as appropriate to role, as agreed by the Cook Up project manager.

## Person specification

### Experience and qualifications

1. First Aid at work qualification, or a willingness to study for this.
2. Level 2 food hygiene certificate, or a willingness to study for this.
3. Experience of adapting a service by including the people who use it.
4. Experience of working empathically with people who are homeless or have other vulnerabilities.
5. Experience of managing a busy and varied workload

### Ability

1. Ability to work on own initiative with little supervision, particularly in the kitchen space.
2. Ability to problem solve in collaboration with participants.
3. Excellent written and verbal communication skills.
4. Ability to work well under pressure.

### Knowledge

1. Knowledge of the issues facing people who are homeless and vulnerably housed income, especially around food poverty.
2. Knowledge of/ interest in cooking and wellbeing.

### Ethos

1. Commitment to and understanding of issues of inclusion, equality and diversity in the workplace and when providing a service to the public.
2. A willingness to work within a Quaker ethos, as clarified by the vision & mission of QSA:

*QSA's vision is that of a just world, where people put people first. QSA's mission is to enable people on low incomes and beyond to seek solutions to the issues that affect their lives, by building practical, sustainable and collaborative projects and by sharing that learning where it has potential to benefit communities beyond our own.*

## Main terms and conditions of employment

1. QSA uses the local government pay scales for salaries. Your salary will be on **NJC scale point 20-24**, which starts at **£14,852** (this is the pro rata salary of the full time level of £29,704). All appointments are made at bottom of scale.
2. This is a permanent, part time role, 18 hours per week.
3. You would spend half a day each week at the hired kitchen space near Old Street and the remaining time between our Bethnal Green office and/or home. There is a requirement to work a full day on Tuesday for cooking sessions and half a day on Monday.
4. The period of notice will be 1 week during the probationary period and 1 month on its completion.
5. You will be entitled to pro rata of 25 days holiday per year with the leave year running from January to December, plus bank holidays.
6. This post is subject to a 6 month probation period. After the successful completion of your probationary period, staff are entitled to join the QSA pension plan. This is an additional 6% on top of salary paid into the QSA group personal pension, with a 2% staff contributory element.
7. QSA has a union recognition agreement with Unite although staff are welcome to join any trade union.