

Food Cardiff Events Co-ordinator

Project Background

Following the success of "Cardiff Growing Together", a collective project to distribute almost 14,000 plants, seeds and growing kits during lockdown, Food Cardiff is supporting a Covid-19 secure, city-wide festival of food in order to support communities to grow their own food, share produce, connect with communities and build resilience through the next stage of the Covid-19 recovery.

The "festival" will comprise of a series of virtual and socially distant events taking place over a month leading up to World Food Day on the 16th October. Events could include:

- Produce swaps: people can swap produce, enter their prize / strangest veg, share plants and seeds, learn some new skills (seed saving for example)
- Communal meals: people can donate produce (grown or purchased) and enjoy a shared meal
- Bring your own picnic: groups of neighbours sharing a picnic together
- Plant trail: follow a map of a local area and harvest produce/ingredients from various points
- Community garden open days: small groups of people can visit their local community garden to harvest produce or pick up plants for winter
- Online workshops: autumn planting, seed saving, cooking with produce

Events Co-ordinator Role and Responsibilities

Food Cardiff would like to contract an experienced Event Management freelancer or company to support organisations and groups across the city to plan, organise and run events themed around good food, specifically to:

- Project manage the festival, ensuring all elements are delivered in accordance with deadlines
- Provide 1-1 and group support for key partners taking part in the festival, especially around safety and contingency planning
- Develop an event toolkit for a wider selection of community groups, including support with safety, risk assessments, how-to guides, evaluation plans
- Work with the Food For Life Get Togethers Programme Manager and local partners, with the Events Intern and across the Food Cardiff partnership to encourage organisations and community groups to host events
- Compile, monitor and promote the festival Programme
- Support the creative development of the toolkit and wider marketing campaign
- Support groups to link with Food Response Partners to utilise produce to ensure nothing goes to waste
- Design and implement the project evaluation plan

We expect this role to require 1-2 days per week between the 27th August and 23rd October.

Project Deliverables

Over 1,200 people in Cardiff will attend 35 events, made up of:

6 large-scale events with up to 200 attendees per event (with staggered slots to ensure safety and social distancing)

24 small-scale events with 5-20 attendees per event

5 online workshops with 10-30 attendees per workshop

These events need to take place between 12th September and 16th October

Person Specification

Essential

- At least 3 years' working Events and Project Management experience
- Understanding of event safety, food hygiene and contingency planning, particularly in relation to Covid-19
- Working knowledge of event regulations (national and local)
- Good communication skills, including fluent written and spoken English
- Understanding values of Food Cardiff and importance of good food
- Partnership working, especially the ability to engage, inspire and motivate community groups, charities and other grassroots organisers
- Creative approach to working with limited resources
- Good attention to detail, ability to work independently and use initiative
- Highly organised, with good time management and the ability to work to tight deadlines
- Based in Cardiff or nearby, with working knowledge of the city
- Hold own Public Liability Insurance

Desirable:

- Working knowledge of the food system and the Sustainable Food Places and Food For Life Get Togethers programmes

Timeline

Deadline for application: 23rd August 2020 5pm

Discussions with shortlisted companies/freelancers and final decision: 24th August 2020

Contract start and end date: 27th August 2020 - 23rd October 2020

Budget

Up to £2,500.

How to Apply

Please email a CV and proposal detailing your suitability for the contract, with examples of how you meet the criteria above to pearl.costello@wales.nhs.uk by 23rd August 2020.