



# CHOMP

## A ONE \* THING

## \* CHOMP DEVELOPMENT WORKER – COMMUNICATIONS AND DATA

**Job Type** - Part time (2.5 days per week), funded until December 2022.

**Salary** - £22,394 pa pro rata (£11,197 actual) + 5% pension contribution on qualifying earnings.

**Job Purpose** - Lead chomp sessions during the school holidays; to have a particular focus on managing the Chomp communication, administration and data systems.

**Reporting To** - Chomp Project Lead.

**Working hours** - 20 hours a week. Due to the nature of the role there's a requirement to work during the school holidays and occasional evenings and weekends.

**Location** - By agreement with the Project Lead, there is flexibility to work from the One Church buildings at Gloucester Place or Florence Road, or to work from home. The post-holder would also need to run sessions and attend meetings at various locations across Brighton & Hove and surrounding areas.

**How To Apply** - Send your CV and a covering letter explaining why you think you're the person for the job by applying your skills and experience to the criteria in the person specification to Vanessa on [chomp@onechurchbrighton.org](mailto:chomp@onechurchbrighton.org) by Wednesday 20th Jan 2021. Alternatively, applications can be sent by post to Vanessa O'Shea, One Church Brighton, Gloucester Place, BN1 4AA. We are planning to interview on Tuesday 2nd and Wednesday 3rd February 2021. Feel free to get in touch via email or call our office on **01273 694746** if you have any questions. We look forward to hearing from you.

## \* ROLE OVERVIEW

Chomp is passionate about supporting families with children who find themselves in challenging circumstances. We provide integrative support that spans across immediate needs such as food poverty and holiday hunger through to meaningful engagement across interdependent communities. We journey with our

families as support is furthered through partnered stakeholders ranging from the local council, charities, clubs and the wider One Church community.

Chomp was set up by One Church Brighton in 2013, in response to the need for hot nutritious lunches for children entitled to free school meals, who may have otherwise gone without a hot daily meal during the school holidays.

The most visible part of our project is that we run lunch and activity sessions during school holidays in 8-10 venues all across Brighton & Hove. Some of these are run directly by the Chomp team, while others are hosted and run by Chomp Partners. Between us, we feed up to 400 children and parents/carers every week of every school holiday.

However, the work of Chomp outside of these specific events is varied and growing. We run cookery workshops and after-school clubs during term time; we organise educational and empowering family day trips during the holidays, and we throw a huge party at Christmas (as well as distributing Christmas food hampers and presents). During the COVID lockdown this spring we adjusted our project to deliver over 1200 food boxes to 200 families. Our work also includes providing other opportunities to our families such as high quality barista training, wellbeing days, women's running courses, and kids and parents forums. The thread that ties these seemingly disparate initiatives together is our desire not just to feed, but rather to equip and to empower the families that we work with.

This new role feels so exciting because it will enable us to do just that. As well as joining in with our work of leading and organising and facilitating Chomp holiday provision this person will manage the information and communication systems that will help us to work better and smarter.

Find out more about Chomp by visiting [chompbrighton.co.uk](http://chompbrighton.co.uk)

Chomp exists as part of a growing number of innovative projects that run under the banner of One Church and are part of the One Church wider community. Our projects are diverse, but we share the same values and our values shape what we do and how we do it. Our values are:

- **Intimacy** with God
- **Involvement** in the world
- **Interdependence** with each other
- **Inclusion** of everyone
- **Integrity** in all we do

The postholder will need to have a clear understanding of One Church's values and a commitment to working within them. For more information about One Church and our projects, visit [onechurchbrighton.org](http://onechurchbrighton.org)

# \* KEY RESPONSIBILITIES

## **Chomp Sessions**

Alongside the rest of the Chomp team, to facilitate Chomp sessions during school holidays, ensuring that there is a fun and safe environment for children to play and learn in, and a welcoming, supportive environment for parents.

Responsibilities include ensuring that:

- The sessions are thoroughly prepared for
- The sessions are run according to Chomp guidelines
- The follow-up is completed in a timely manner

## **Communications**

- Create and produce promotional materials for Chomp sessions, activities and events, such as flyers.
- Utilise social media channels such as facebook, twitter, instagram, to advertise Chomp sessions and report on Chomp activities and initiatives.
- Set up and maintain forms of fundraising - eg a Justgiving and Crowdfunding page.
- Update and amend the website liaison with the Project Lead.

## **Systems**

Manage systems for the effective operation of the Chomp project, to include:

- A system for collecting and organising information that captures outcomes of Chomp sessions, events and initiatives to be inputted into a co-designed system.
- Systems of communicating with families, volunteers and other stakeholders.

Manage other systems such as the registration app; inputting dates and managing bookings.

## **Database Management**

- Manage a database of families, volunteers and all other stakeholders.
- Manage a database that will collect and collate data from all parties.
- Produce analyses of data eg. reports, graphs and charts, in a clear and professional way.
- Ensure the project's databases adhere to all GDPR requirements

## **Chomp Partners Administration**

Ensure that:

- All necessary documentation is sent, received and stored, eg, partnership agreements, risk assessments.
- We have confirmation from Chomp Partners that the Partnership requirements are met, such as clear reporting, volunteers referenced and trained.
- Feedback forms and invoices are received, stored and processed

## **General Administration**

- Store and organise all Chomp related documentation onto the One Church Google drive.

- Manage the main Chomp email.

### **Wider Team**

- Along with the rest of the Chomp team, take part in the recruitment, development, induction, training and ongoing support of volunteers.
- Provide information to the Chomp Project Lead for annual, or end of contract grant and funding reports
- Reflect regularly with the Project Lead on all project outcomes, including activity outcomes, forums, referral pipelines, collaboration routes etc.
- Regularly attend OCB team meetings
- Contribute towards a positive office environment

### **Benefits**

- OCB will seek to develop the post holder towards their full potential
- 25 days pro rata plus 8x public holidays pro rata, plus an annual retreat day paid for by One Church Brighton (up to £70)
- The chance to be part of a fun and energetic team.

### **Management Process**

- Regular meeting with Line Manager (Chomp Lead)
- Opportunities for ongoing professional development.
- Annual appraisal with Line Manager

One Church Brighton reserves the right to vary or amend the duties and responsibilities of the post holder at any time. We've been really fortunate to secure funding from the National Lottery Community Fund until December 2022, and this role is paid for by that grant.

For more information on the work of Chomp, see our social media platforms as follows:

Website: [www.chompbrighton.co.uk](http://www.chompbrighton.co.uk)  
Facebook: <https://www.facebook.com/chompbrighton/>  
Twitter: <https://twitter.com/ChompBrighton>

## \* PERSONAL QUALITIES

	Essential	Desirable
<b>Skills and Experience</b>	Experience of working with children in supportive contexts	Current UK driving licence with a willingness to drive a minibus.
	Confidence and ability to facilitate Chomp sessions	Creative writing skills
	Good technical expertise and aptitude in managing databases	Ability to manage monitoring and evaluation requests
	Ability to use design and media software to produce eye-catching media and promotional materials.	
	Ability and confidence in using social media platforms to promote events and initiatives	
	A good understanding of child safeguarding issues	
	Excellent written communication skills	
	Ability to manage own time and proactively prioritise competing tasks	
	Ability to be flexible and adapt to change	
<b>Personal Qualities</b>	A clear understanding of One Church Brighton's values and a commitment to work within them	
	Highly organised	
	An ability to 'self start' and stay motivated despite inevitable challenges	
	An ability to work flexibly, to work outside of the 9-5 pattern when necessary, whilst ensuring good time off and rest are never neglected	
	A commitment to be involved in the One Church team and engage in the wider community	
	A team player who is able to reflect on the opinions and input of others	