**Kitchen Club Programme Manager**

**Information for Candidates**

**Job title:** Kitchen Club Programme Manager

**Employer:** Parent Club - charity number 1158989

**Contract duration:** 1-year fixed term contract (with potential to extend)

**Hours:** 0.8 FTE, 30 hours per week across 5 days

**Start date:** March/April 2025

**Location:** Various settings in North/East London with some home working

**Salary**: £35-42k (pro rata), depending on experience

**Benefits:**  12 weeks paid annual leave (must be taken in school holidays);

excellent training and professional development; some flexible working

**About Parent Club and Kitchen Club**

Parent Club delivers Kitchen Club projects where families with pre-school children work together to make a healthy lunch alongside activities to support children’s learning and development. We also signpost and refer-in to 40+ local organisations, from food banks to Family Hubs.

We currently deliver 4 sessions per week, reaching around 450 individuals per year. The Kitchen Club programme operates within the term dates for Hackney schools.

We aim to engage families who are socially isolated or vulnerable, and who may not feel comfortable in more formal settings, with a special focus on supporting families who live in temporary accommodation. Three of our current projects are specifically for this group.

Risk factors like inadequate housing, low income, social isolation, and poor mental health all put pressure on parenting capacity. Kitchen Club aims to support families by increasing *protective* factors in five key areas:

* Nutrition
* The home learning environment
* Mental wellbeing
* Social connection
* Access to information & support

We use trauma informed principles to create welcoming spaces which are easier to access for parents with complex and difficult case histories. Sessions are informal but carefully planned so families can connect and learn together in a safe environment. We emphasise choice, collaboration and shared decision-making. Many of our staff and volunteers share lived experience of temporary accommodation and other challenges faced by the families we support.

In addition to delivering Kitchen Club sessions, our Kitchen Club Traineeship programme offers a 12-month paid internship for current or former beneficiaries with lived experience of temporary accommodation. The programme aims to build the confidence, skills and experience needed to then move on to work in childcare or catering.

To find out more, please visit [kitchenclub.org.uk](http://kitchenclub.org.uk/).

**Kitchen Club Programme Manager**

**About the role**

We’re looking for someone special to lead our Kitchen Club programme, which supports families with children under 5 in temporary accommodation. If you’re passionate about food, families and fairness, with the right skills and experience, then we’d love to hear from you!

With management responsibility for up to 8 part-time staff, this is a crucial role within our small but growing organisation, combining team leadership with hands-on support for session delivery, including helping with the washing up if that’s what is needed!

An important aspect of this job is working closely with the delivery team to understand and respond to individual and group needs. The Programme Manager is responsible for ensuring that families have access to the right kind of support, both within sessions, and from external organisations, from food banks to children’s centres.

Since 2014, we’ve been working to make Kitchen Club more effective and establish a clear model for what ‘good’ looks like. The Kitchen Club Programme Manager will play a key role in continuing to drive improvement. We’re looking for someone who is ambitious about what can be achieved within our existing frameworks, but who is also able to contribute new ideas to enhance reach and impact, working closely with the Chief Executive to take our work to the next level.

Whoever joins our small but committed team will have the opportunity to make a vital difference for families who face significant and complex challenges.

**Summary of key responsibilities**

* Lead and support a diverse team of staff and volunteers to deliver high quality Kitchen Club sessions across up to 6 settings per week
* Ensure processes to recruit new families are effective, including outreach and referrals-in
* Liaise with senior contacts in key partner organisations
* Represent the Parent Club CIO, and the interests of Kitchen Club families, in policy and practice forums in Hackney and more widely
* Work with the Chief Executive and trustees to develop the 5-year strategic plan

**About you**

The successful candidate will have a proven track record as a manager, with the ability to lead a diverse team of thoughtful, reflective practitioners.

You may have a background in community work, early years, parenting support, psychological support services, or community food projects. Above all, you will be committed to delivering positive outcomes for disadvantaged families with young children.

We particularly encourage applications from people with knowledge and understanding of the diverse communities in Hackney and Haringey, and who speak languages spoken within them. Those with lived experience of bringing up children in challenging circumstances are also particularly welcome to apply.

**How to Apply**

Candidates are invited to send completed application forms to [parentclubjobs@gmail.com](mailto:parentclubjobs@gmail.com).

**Deadline for applications:** 12.00pm on Friday 10th January 2025

If you are considering applying for this role, and would like an informal discussion, then please contact us to arrange an initial phone call or meeting.

We are committed to safeguarding and promoting the welfare of children, young people and Adults at Risk. The successful applicant will be required to undertake an enhanced DBS check. Parent Club is an equal opportunities employer and encourages diversity.

**Kitchen Club Programme Manager**

**Role Description**

**Programme Management**

* Manage the work of staff and volunteers across up to six settings each week, ensuring that Kitchen Club sessions are planned and delivered in line with guidance
* Lead a culture of reflective practice and continual improvement
* Provide cover for staff/volunteer absence as necessary
* Ensure that appropriate records are maintained, including session registers and debrief notes
* Ensure that impact and evaluation processes are carried out properly, including self-assessment questionnaires and semi-structured interviews
* Co-ordinate processes to recruit new families, including outreach visits and referrals from local partners
* Manage communications with Kitchen Club families via WhatsApp or other platforms
* Monitor key delivery metrics using the Plinth CRM platform, ensuring that appropriate action is taken to achieve targets around engagement, signposting and referrals, etc
* Report and present on key delivery metrics for senior management, funders and other stakeholders

**Safeguarding**

* Be the Deputy Designated Safeguarding Officer, ensuring that safeguarding concerns are recorded properly, with appropriate action taken where necessary

**Health and Safety**

* Be responsible for the health, safety, and well-being of everyone involved in the projects, in line with our policies and procedures
* Ensure risk assessments for settings and activities are kept updated and that staff and volunteers are aware of their responsibilities, including good practice with regard to food hygiene

**Training and Staff Support**

* Provide high quality line management for staff and volunteers, including objective setting and performance management, and professional development planning
* Provide case management/supervision as needed for key delivery staff
* Deliver high quality induction and training for volunteers and staff, including those on the Kitchen Club Traineeship programme

**Partnerships**

* Ensure that Kitchen Club families can access a range of professionals, arranging visits from Health Visitors, Family Support Workers, staff from local charities, etc
* Liaise with senior management in partner settings, ensuring programme delivery meets expectations
* Ensure that the Kitchen Club signposting and referrals information is up to date and the signposting/referrals service is delivered consistently, with relationships with referral partners
* Represent the Parent Club CIO and Kitchen Club programme in policy and practice forums, advocating for the interests of the families we support

**Other**

* Work with the Chief Executive and wider team on model refinement and programme design
* Act in accordance with our policies and standards, in particular our policies on Safeguarding, Equal Opportunities, Health & Safety, Data Protection and Code of Conduct

**Please note:** the above job description is a guide to the work you may be required to undertake but does not form part of your contract of employment and may change from time to time to reflect changing circumstances.

**Kitchen Club Programme Manager**

**Person Specification**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Knowledge**  **&**  **Skills** | * Ability to work independently, problem-solve and respond to unplanned demands * Excellent interpersonal skills, with the ability to effectively engage parents from diverse backgrounds * Good basic culinary skills * Ability to engage and support Early Years children * Understanding of issues facing at risk families, with ability to identify needs * Good IT, written and oral communication skills * Ability to interrogate and report on data * Attention to detail and a high level of accuracy * Able to prioritise and meet deadlines | * Knowledge of early years child development * Knowledge of family nutrition and approaches to healthy eating * Understanding of operational issues facing community-based projects * Understanding of outcomes-based monitoring and evaluation * Working knowledge of Plinth, Salesforce, Charitylog or similar CRM platform * Knowledge of local services in Education, Health, Social Care and VCS for children and families * Knowledge of the languages and cultures in Hackney and Haringey * Familiarity with programmes to support early years families, e.g HENRY, Solihull Approach |
| **Experience**  **& Qualifications** | * Experience of leading, managing & coaching a team to achieve outstanding results * Substantial, practical experience working with children and families * Experience of organising group activities in a classroom or community setting * Experience of identifying and reporting safeguarding concerns within a professional setting | * Qualification in teaching, counselling, early childhood or similar * Experience of organising group cooking sessions/catering for groups * Experience setting up community projects * Experience of using impact/evaluation tools * Experience of involving beneficiaries in service planning and delivery * Responsibility for safeguarding as a DSO * Responsibility for supervision/case management * Experience of raising children in T.A. and/or other challenging circumstances |
| **Values**  **&**  **personal qualities** | * Strong work ethic, results-motivated and solution-focused * Commitment to promoting the welfare of children and vulnerable adults * Open mind-set with interest in learning and personal development * Willingness to take personal responsibility and lead by example * Commitment to co-production, and the value of lived experience | * Interest in the wider policy context affecting delivery of community projects like Kitchen Club * Interest in academic literature/research in child development, community psychology, public health and other related fields * Ambition to advance professionally in charity leadership/management |