



Good Food Delivered Co-Ordinator

Reports to:	Head of CSR and Sponsorship
Location:	Airfield Estate, Dundrum, Dublin 14
Term of Contract:	Part Time, Fixed Term

JOB SUMMARY

To have responsibility for co-ordinating and reporting the Good Food Delivered programme, packing and administration whilst ensuring a positive experience for clients, the GFD volunteers and delivery partners.

BACKGROUND

Airfield is a 38 acre working educational farm and gardens located in Dundrum, Dublin 14. Our aim is to inspire and enable people to make better food choices (for their health, the planet and their pocket) and we are looking for a passionate, energetic person who will help deliver and support our mission and aims.

Good Food Delivered is a meal delivery service for vulnerable, older people who are unable to cook for themselves. We aim to provide and deliver high quality, nutritious main course and dessert 7 nights a week for 48 weeks of the year. The programme is run in conjunction with delivery partners Making Connections, and is part funded by the HSE.

MAIN RESPONSIBILITIES

- Coordinate all elements of the Good Food Delivered programme as required which will include (but is not limited to), communicating and working with food provider partner regarding food orders, GFD volunteers assembling client meal bags, accounts for invoicing and delivery partners regarding client updates (e.g. hospitalisations, order changes, cancellations etc)
- Work with the management team to ensure a high and consistent quality of service, reports and research into the impact of GFD in Ireland.
- Report on KPI's monthly to assess and monitor impact.
- Work with the Digital Marketing Executive to promote GFD online and through social media channels.
- To be a point of contact for delivery and food provision partners, accounts and management for the programme.
- Organise and work with volunteers for meal assembly on Mondays, Wednesdays and Fridays (Tuesdays and Fridays following a Bank Holiday Weekend).
- Perform any additional duties that may be assigned by your Manager or as needed in other departments of Airfield as this role evolves.

- PLEASE NOTE: The role requires being onsite Monday, Wednesday and Friday for a minimum of 2 hours each day or Tuesday and Friday on weeks that include a Bank Holiday. There is flexibility with the other hours throughout the working week. Role requires some lifting

PERSON SPECIFICATION Likely Qualifications, Knowledge & Experience

- Strong administration skills and very detail orientated.
- Proficient in Microsoft Office, Google suite and have a knowledge of GDPR.
- Preferably experienced in a food environment
- Preferably experienced in social media channels
- Team player with excellent communications skills
- Calm and a problem solver
- Excellent time management with the ability to handle multiple projects simultaneously and meet deadlines
- Motivated and a self-starter
- A love for food, farming, nature and the outdoors
- Creative and resourceful

Please send a CV and cover letter of application outlining why you are interested in the role to

Aislinn Barrett at aislinn.barrett@airfield.ie

by Monday 3rd January, 2022.