

## Thriving Community Project Job Description Form

### Job Description

Job Title:	Workshop Leader (Catering)
Department/Location:	Community Projects
Reports to:	Managing Director
Responsible for: N/A	
Hours of work:	2 hours per Workshop
Salary:	£40.00 per hour
Summary of Position: To run 5-6 workshops with a group of students re-creating recipes from members of the community on a freelance self employed basis.	

### Primary Responsibilities

- **Ingredients resources:**
  - Establish what ingredients are needed for each student.
  - Sourcing the most cost effective and sustainable ingredient.
  - Where possible to have them locally sourced.
- **Workshop Delivery:**
  - To guide students on managing the recreating of the recipes including time, process and ingredients.
  - To help prepare students to be involved in taster events and taster sessions
- **Pop-Ups**
  - To help facilitate and live pop-up event.
- **Presentations**
  - To equip students in preparing dishes for photography and enhancing their food preparing skills.

Person Specification		
	Essential	Desirable
<b>Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>Food technician qualification HND or NVQ</li> </ul>	<ul style="list-style-type: none"> <li>Teaching qualification to students at college level or above.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Food and catering professional experience</li> <li>Experience of teaching students in an educational establishment</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<b>Qualities and Attitude</b>	<ul style="list-style-type: none"> <li>Keen interest in community work and the volunteering sector</li> <li>Use of initiative</li> <li>Supportive team player</li> <li>Reliable and approachable</li> <li>Hardworking</li> <li>Ability to work within tight time frames</li> <li>Easily adaptable</li> <li>Ability to travel between various sites in Rushmoor, Hart and Surrey.</li> </ul>	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint), and other relevant tools.</li> </ul>	
<b>Skills</b>	<ul style="list-style-type: none"> <li>Excellent teaching skills</li> <li>Advice and guidance skills</li> <li>Administration skills</li> <li>Organisation skills</li> <li>Time management skills</li> <li>Good written and verbal communication skills for engaging with audiences.</li> </ul>	

#### Competencies (see Interview Guidance Notes)

Qualification & Training	Experience
Qualities & Attitude	Knowledge
Skills	

#### Prepared by

Name:	Nathalie Moutia	Signature:		Date:	20/07/2025
Title and/or Department:	Managing Director				

**Note:** This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the business. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.