

Job Description – Charity Coordinator

Job Title	Coordinator
Line Manager	Director
Salary	30k-35k depending on experience
Contract	Permanent
Hours	09.00- 17.00 Monday to Friday, but flexible working can be discussed
Based	London. Some limited travel may be required.
Benefits	25 days holiday plus bank holidays; employer pension contribution; CPD will be supported.
Start Date	May/June 2018

The Organisation

First Steps Nutrition Trust is a small public health nutrition charity that focuses on good nutrition from pre-conception to five years. We work nationally across the UK to support health professionals with information and resources and to promote conflict of interest free working. We have a particular focus on infant feeding and the charity works closely with Unicef UK Baby Friendly and a wide range of other professional organisations. You can find out more about what we do at www.firststepsnutrition.org.

The Opportunity

First Steps Nutrition Trust is recruiting a coordinator for the charity to manage and develop the administration, communications and expert resources. The coordinator will play a key role in managing the day to day running of the organisation and will take charge of communications and events. The coordinator will also manage the expert resources and provide research and writing support to the small public health nutrition team, and this requires a background in food or nutrition, preferably to masters level or above. The role requires someone who can work independently and show initiative and innovation. There will be an opportunity for the role to expand and develop over time and provides scope to get involved with a small, expert and highly respected organisation as it expands over the next few years.

To Apply	Please email a CV, including the names and contact details of two referees and a covering letter to helen@firststepsnutrition.org .
Deadline for applications	March 19 th 2018
Interviews	Week April 9th

Person specification

Essential

A background in food/nutrition, preferably to Masters level or with a health professional qualification.

A genuine interest in the objectives of First Steps Nutrition Trust.

An understanding of conflict of interest issues related to the field of infant and young child nutrition.*

Good communication skills including ability to give public presentations if required.

Excellent organisational skills.

Good IT skills and willingness to learn new systems as required.

Confidence to work independently.

Desirable

Expert research and report writing experience.

Experience in budget management and financial processes.

Experience in digital communications using a range of channels.

Experience in development of a communications strategy.

Experience in managing events.

* First Steps Nutrition Trust works in partnership with Unicef UK Baby Friendly Initiative and other groups who aim to protect, promote and support breastfeeding, and therefore we uphold the WHO Code of Marketing of Breastmilk Substitutes and all subsequent WHA resolutions.

Key areas of responsibility

The following areas of responsibility are the core of the role. However the role is flexible and will vary according to the needs of the team and the background and experience of the successful applicant.

Training will be provided where needed.

Managing the charity administration and finances

Responsible for day to day management and organisation of policies and procedures for the charity, managing pay roll, insurance, data protection, monthly reporting, organising trustee meetings and answering day to day enquiries.

Managing communications

Working with the director to manage the website and send out monthly newsletter; using social media to promote and support the charity's work, organising requirements for conferences and events and acting as an ambassador for the charity where appropriate.

Managing resources

Supporting the updating and dissemination of expert resources, managing the ISBN number list, managing promotion of resources and mailings.

Supporting the wider work of the charity

Working with the director to support other on-going projects as required and in line with the successful applicant's own skills and interests. This may include research, data collection and collation, food preparation and styling, analysis of recipes and menus, attending meetings and events.