**JOB DESCRIPTION: good food nation campaign intern**

##### **Job Title**: Good Food Nation Campaign Intern

##### **Location**: Edinburgh, some travel will be required

**Hours of work**: 30 hours per week (part-time)

**Contract type**: 6 months

**Salary**: £9.00 per hour (Living Wage hourly rate)

**Reports to**: Policy Officer, Nourish Scotland & Policy Officer, RSPB Scotland.

This post is formally employed by Nourish Scotland on behalf of the Scottish Food Coalition.

**Staff reporting to this post**: None

**Annual budget for this post**: The post-holder will manage elements of small project budgets

Application procedure: Application form (below) to info@foodcoalition.scot

Deadline: 27th May 2019

Interviews: 31st May 2019, Edinburgh

Start Date: June 2019

###### **About Scottish Food Coalition**

The Scottish Food Coalition (SFC), a broad-based alliance of civil society organisations working on all things related to food, including health, environmental impacts, workers’ rights, animal welfare, social justice and food poverty. Members include Trussell Trust, Nourish Scotland, RSPB Scotland, Unite, Unison, WWF, Oxfam, Soil Association, the Poverty Alliance, the Alliance for Long-Term Care, Obesity Action Scotland, Citizens Advice Scotland, Glasgow Allotments Forum and OneKind.

The SFC want to transform our food system in Scotland so that it contributes to everyone's health and wellbeing, values the work to put food on our plate, supports high animal welfare, and sustains our wildlife, natural resources and environment for generations to come.

A full list of members of the Scottish Food Coalition is available online: http://www.foodcoalition.scot/the-coalition.html

**JOB PURPOSE:**

Job purpose: Supporting the delivery of a dynamic, high profile public campaign on becoming a ‘Good Food Nation’: a country where food is fair, healthy and sustainable. The Scottish Food Coalition is mounting a campaign to build awareness and public participation in the consultation and development process for a new law on food – the Good Food Nation Bill – aimed at shifting Scotland’s food system so that it is good for people and good for the environment.

We are recruiting a Campaign Intern to support the organisation of the campaign, help to develop campaign strategy and support fundraising, maximise awareness and momentum for the campaign for a brighter future for Scotland’s food system.

Main responsibilities: Main responsibilities include developing a longer-term campaign strategy over the course of the contract, as well as event organisation, supporting and motivating volunteers, writing progress reports, and communications (blog writing, social media and website updating). This is a brilliant opportunity for anybody interested in developing their skills in campaigning, networking and political advocacy, while getting to know the NGO sector in Scotland.

Person Specification: The applicant should have some experience of being involved in campaigns or other public-facing work, as well as strong organisational and project co-ordination skills, the ability to work to deadlines, under pressure and the ability to work flexibly in response to changing priorities.

Additionally, the role requires an applicant with confident social media skills and some event organisation experience. Knowledge of Scotland’s food system and campaigning leadership is desirable but not essential. If you would like to discuss your past experiences and suitability for the role, do not hesitate to get in touch.

**CONFIDENTIAL**

**JOB APPLICATION FORM**

Please complete this form accurately, providing as many details as possible of your skills and experience relating to this job application. Short-listing will be based on the information gathered from the form and compared to the Person Specification for this job.

Application forms received after the closing date cannot be considered.

**SECTION 1. Personal details**

**First name(s):**

**Surname:**

**Title (Ms/Mr/Mx etc):**

**Address:**

**Post code:**

**Main Contact Telephone Number:**

**Alternative Contact Telephone Number:**

**Contact e-mail address:**

**SECTION 2: Education and Training**

**Please tell us about your education and any qualifications which you feel are relevant to the post. Include relevant courses which you are currently undertaking. Please start with the most recent.**

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| **Name and Address of University/College/School** | **Subject Studied** | **Qualification/****Level** | **Date Awarded** |
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| **Professional Membership and Qualification** |
| **Awarding Body** | **Qualification/Membership Status**  | **Date Awarded** |
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| **Training and short courses (work and outside work)**Please tell us about any training you have received or courses you have undertaken which did not lead to a qualification but which you feel are relevant to the post advertised. |
| **Training Course Date** |
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**SECTION 4. Employment History**

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| **Present employer (or last employer, if not currently employed\*)** |
| **Name and address of employer** |  |
| **Job title** |  |
| **Present salary and grade** |  | **Date of****appointment** |  |
| **Reason for leaving** |  | **\*Date of leaving** |  |

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| **Please give a brief description of your present duties and responsibilities** |
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| **Previous employment (paid or unpaid)** Please give details of your previous employment and work experience (whether paid or unpaid) over the last ten years starting with the most recent |
| **Name and address** **of employer**  | **From** | **To** | **Position held** | **Reason for leaving** |
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**SECTION 5. Supporting Statement**

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| Please state how you consider your experience, knowledge, skills and abilities match those of the Person Specification. It is important that you cover each of the areas detailed in the Person Specification since this is the information that will be used for short-listing. **Please use each point of the Person Specification as a heading when filling out this section of the application form.**Wherever possible, provide examples from your current or previous work experience. **Please limit your response to 250 words.**  |
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**SECTION 6. Additional Information**

**1. Would you require a UK Work Permit to take up this appointment?**

 **Yes No**

 **If employment is offered, you will be requested to produce documented**

 **evidence confirming your entitlement to work in the UK.**

**2. Do you have any unspent or pending criminal convictions?**

 **Yes No**

 **If you have answered Yes, please provide full details in a separate document sent to job@nourishscotland.org.uk.**

**3. Is there anything concerning your medical history or state of health that is**

 **relevant to your application?**

 **Yes No**

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| **Referees** |
| Please provide the contact details of two referees, one of whom should be your current or most recent employer. If you have no or limited employment experience please provide referees from your educational establishment or from any voluntary/temporary work. Do not include family members or friends. |
| **Referee 1****Name Relationship to you:****Job title****Address****Contact telephone number****Contact e-mail address****Please indicate whether the referee can be contacted prior to the interview without consulting you first?****Yes No** **Referee 2****Name Relationship to you:****Job title****Address****Contact telephone number****Contact e-mail address****Please indicate whether the referee can be contacted prior to the interview without consulting you first?****Yes No**  |

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| **Declaration and signature** |
| The information supplied in this application form is accurate to the best of my knowledge. I understand that deliberate omissions and incorrect statements could lead to my application being rejected or to my dismissal.Signed\*……………………………………… Date……………………….\* If you return this form by e-mail you should note that, in the absence of this signature, the e-mailing of this application constitutes your personal certification that the details are correct. |