



## Good Food Oxfordshire Operations Lead

**Reports to:** Good Food Oxfordshire Manager

**Location:** Oxford – flexible working

**Terms:** Part-time 3 days a week (22.5 hours a week); permanent contract

**Salary:** £28,000-£32,000 (pro rata 0.6 FTE)

**Start date:** from May 2022

**Holidays:** 5 weeks per calendar year, plus Bank Holidays (pro rata)

[Good Food Oxfordshire](#) is the network that aspires to promote healthy, fair and sustainable food across the whole of Oxfordshire. The limited company (GFO) that sits behind this network of over 150 local organisations allows us to employ people and deliver projects to meet these aspirations. You can read more about GFO's aims and values in our [Charter](#).

As **Operations Lead** you will have responsibility for managing operations, systems, processes, policies and procedures, as well as for specific project delivery of both internal operational projects, and external projects working with wider stakeholders including network members and the public.

This role is critical to support the rapid growth of the GFO network. Since we began our countywide expansion in 2021, our team and network have grown to embrace more partners and projects. We need to ensure that our organisation and systems are robust and support us to provide network leadership across the food system. In addition, projects that increase engagement with local sustainable food issues are at the heart of what we do, and we need to deliver these efficiently and ensure they have impact.

Working as part of a small dynamic team, a collaborative approach and excellent people skills are essential. Great organisational skills, aptitude for and enjoyment of detailed administration, and experience of technical and operational project development and delivery is essential, including familiarity with website technologies, such as Wordpress, with accounting systems, such as Xero, and CRM systems, such as CiviCRM. As well as delivering operational 'internal-facing' projects, part of the project delivery will include 'external-facing' projects that are core to our network and public engagement work – you will therefore be confident working with a range of stakeholders and the wider public.

GFO is a young and developing organisation, so you will need to be flexible, resilient and creative, with an eye for finding solutions rather than problems. Good knowledge of food system sustainability issues is essential.

To apply, please send your C.V., covering letter and confidential [Equal Opportunities Monitoring Form GFO](#) to [mail@gfo.org.uk](mailto:mail@gfo.org.uk). The deadline for applications is 9am on Monday 2<sup>nd</sup> May 2022. Interviews will be held week commencing Monday 9<sup>th</sup> May 2022.

If you have a passion for wanting to improve food-related health, fairness and sustainability in our county, then this could be the role for you.