

Role Description and Employee Specification

Job Title:	Food Action Plan Delivery Officer	Location:	Witney
Department:	Community Wellbeing	Directorate:	Place
Reports to:	Healthy Communities Officer	Working Hours:	18.5
Salary:	£30,818 - £31,742 pro rata	Peer Group:	PGI-26
Business World Post Number:	New Post	Job Group:	Case/Field Worker - Level 2
Contract Type:	Fixed term contract - 12 months	Direct Reports:	None

Overall purpose of the Post:	Along with the other Oxfordshire councils and partners, West Oxfordshire District Council endorsed the Oxfordshire Food Strategy, brought together by Good Food Oxfordshire. To address the challenges of food poverty, food supply, climate change and public health tipping points we have worked locally to develop an action plan to tackle the challenges and maximise the benefits. West Oxfordshire District Council is now seeking a dedicated Food Action Plan Delivery Officer with a strong interest in sustainable food development to take this work forward, ensuring the actions of the West Oxfordshire Food Action plan are delivered. The role will have the opportunity to work in partnership with external partners across the food system and internal colleagues. The Food Action Plan Delivery Officer will be required to: • Coordinate the delivery of the West Oxfordshire Food Action Plan, taking ownership for the Council led actions working closely with internal teams – especially the Climate team. • Build strong networks across the food system in West Oxfordshire. • Take responsibility for all administration relating to monitoring and reporting the progress of the West Oxfordshire Food Action Plan. • Undertake outreach to build strong collaborative relationships with local partners • Organise and deliver meetings with key partners and stakeholders in particular OCC Public Health and Good Food Oxfordshire. • Evaluate what works and what doesn't and share the learning to influence decisions about future work.
Key Tasks and Responsibilities:	• Keep the delivery of the West Oxfordshire Food Action plan (WOFAP) on track, liaising with all project leads. • Convene the West Oxfordshire Food Action Group.

	• Be a point of contact for information relating to the WOFAP. • Support the West Oxfordshire Community Food Network and work closely with members to explore development opportunities. • Encourage collaborative working within organisations and across the food sector locally to deliver the activities in the plan. • Oversee the delivery of the Council's actions in the WOFAP and enable internal conversations to keep abreast of new developments and explore longer term opportunities. • Report progress on the action plan as and when required at internal meetings. • Record all progress and capture data from project leads. • Work closely with Good Food Oxfordshire and Food development leads at other Councils in Oxfordshire. • Represent the West Oxfordshire Food action plan at external meetings and events where required to keep partners updated of progress. • Arrange events as necessary to share successes and progress. The responsibilities outlined are not intended to totally encompass or define all tasks that may be required of the post-holder. The post-holder will be required to undertake duties commensurate to the grade of this position.
Essential Requirements – Knowledge, Qualifications, Skills, Abilities and Experience:	• A minimum qualification equivalent to NVQ level 3 or A level, and/or three years relevant experience • GCSE Maths and English or equivalent to grade C/4 or higher. • Previous experience working in the food, sustainability or community development sectors. • A proven track record in project management, planning, delivering, and evaluating projects, activities, and events. • Excellent communication and relationship building skills • Excellent written skills including report writing and the ability to deliver presentations. • Able to think creatively and find innovative solutions to challenges. • Confident and experienced in helping groups to make positive change happen for themselves. • Experience of maintaining accurate and up to date records. • Demonstrable commitment to equality, diversity, and inclusion. • Experience in successful partnership working. • Competent in using a range of technology and software packages, including Microsoft Teams.
Desirable Requirements Qualifications, Skills and Abilities:	• Qualifications in the food, sustainability or community development sector.
General Accountabilities:	The post holder is responsible for maintaining a safe work environment and ensuring as far as reasonably practicable that safe working practices are adopted by employees within this work environment. Work in compliance with the Codes of Conduct, Regulations and policies of the council. To support the Chief Executive/Returning Officer in administering election responsibilities
Special Conditions:	You will be expected to work reasonable additional hours in line with the needs of the service.

There may be a requirement to work at other locations to meet the needs of the business. Full UK Driving Licence. Ability to travel / access to a vehicle for work purposes.			
Date Reviewed:	8.9.25	Reviewed By:	Heather McCulloch
Checked by HRBP	Kathryn Dowell	Date of Issue:	24.9.2025