

# Job Description: Food Waste Champion

## Role Description

This template can be used to support volunteers who want to champion food waste reduction at your organisation. It highlights the benefits that can be gained from having a food waste champion(s), suggests the potential qualities and skills required, and sets out the anticipated time commitment to undertake it.

You may already have a sustainability champion and wish to incorporate the food waste project into their role or you may plan to recruit someone different to support the food waste reduction project. This template has been designed to be adapted and amended so that each section meets the needs of your organisation and volunteers. Alternatively, you may have a similar job description already within your organisation that you prefer to use.

When preparing your food waste champion job description, keep in mind that it is not the expectation that the champion is the one who carries out the intervention. They are there to support, encourage, and check in with the staff involved in the intervention.

Organisation name	
Role title	Food Waste Champion(s)
Time commitment  [Be as flexible as possible to accommodate the availability of the volunteer]	The time commitment per week/month is likely to be:
Location  [State if the role needs to be carried out in person, online, or a combination of both]	The Food Waste Champion should be contactable remotely but attend regular check-ins and meetings to review any paperwork, processes, and/or operational changes required to support their tasks.
Desirable qualities and skills	To effectively fill this role, a Food Waste Champion will need to: Be passionate about tackling food waste.

<p>[Edit this section to provide a list of the qualities, skills, and any training requirements that are needed to fulfill this role]</p>	<p>Be committed to advocating for and achieving change.          Be committed to reducing your organisation's food waste levels.          Be willing to learn.          Be able to support staff to measure and understand your organisation's levels of food waste.          Be well organised.          Have good, basic administration skills and be able to record and document actions accurately.          Have good communication and listening skills.          Be able to work with staff to identify and implement ideas for food waste reduction.          Have some authority or ability to make systems changes on site.</p>
<p>Main tasks</p> <p>[Edit this section to identify the main tasks required. Remember to think about the language you use to demonstrate that the role is interesting, rewarding, and impactful]</p>	<p>The main tasks associated with this role could include:</p> <p>Setting up and facilitating a food waste working group plan that will work together to implement selected food waste reduction strategies.          Identifying and supporting the action steps to reduce the organisation's food waste levels.          Supporting the implementation and monitoring of food waste reduction strategies selected by the organisation.          Promoting food waste reduction across the organisation to ensure everyone knows how they can help and what's expected of them.          Support the organisation's progress against food waste targets/actions.          Acting as the first point of contact and responding appropriately and efficiently to any opportunities, concerns, or recommendations about food waste reduction.          Organising and arranging food waste-related training.</p>
<p>Supported by</p> <p>[Add the names and contact details of the person(s) that will support the Sustainability Champion(s) in their role]</p>	<p>This role will be supported by the organisation's site manager, sustainability manager, food service manager, and any staff, volunteers, or residents with a passion for food waste reduction.</p>
<p>What can be gained from this role?</p> <p>[Outline the skills, qualifications, and</p>	<p>Developing the necessary skills to undertake the tasks associated with this role through learning about the issue of food waste and food waste reduction.          Opportunities to develop confidence, communication, networking, partnership working, and advocacy skills.</p>

<p>experiences that the individual can expect to gain from their role]</p>	<p>Volunteering can help to support employment and career development prospects.</p> <p>Experience attending and leading meetings.</p> <p>Gaining insight into running a community organisation and contributing to leadership decisions that affect sustainability including food waste reduction.</p> <p>Being able to influence the sustainable and food management practices of everyone at the organisation.</p> <p>A sense of achievement, fulfillment, and the opportunity to give back to your local community.</p> <p>The opportunity to meet new people and make new friends.</p> <p>Experience generating ideas and putting them into practice.</p>
<p>Other information</p> <p>[Add any other information that'll help make the role appealing and reassure the potential volunteer that it'll be a fun, rewarding, and supported opportunity]</p>	

Breaking down the role of Food Waste Champion into tasks for individuals

Identifying people to undertake the work of a Food Waste Champion(s) is a great way of prioritising environmental sustainability in your organisation.

If people are confident and passionate about food waste reduction but unable or reluctant to commit the time required to take on the role of food waste champion, they can still support the project! Instead, focus on how individuals work together to lighten the workload and share the responsibilities.

We've listed some examples below but have a think and add your own:

If you've got a few hours	If you've got an hour	If you've got a minute
Set up a food waste audit or monitoring system. Prepare materials used to conduct a food waste audit. Meet with relevant staff to discuss the food waste audit process and ensure everyone understands their responsibilities for the audit.	Conduct a spot check on the food waste audit or monitoring system to ensure everything works correctly.	Collate the most recent data on food waste levels to share at relevant staff meetings.
Construct a communication plan for your organisation. Identify relevant communication channels and compile appropriate material to share with staff and residents about the food waste reduction project.	Share timely and relevant content about the food waste reduction project with the communications team preparing staff and resident newsletters.	Help put up posters about the organisation's food waste reduction focus on noticeboards.
Coordinate a training session for Healthcare Assistants or catering staff about aspects of their role that support food waste reduction.	Attend a course arranged by someone else.	Review visual guides for portion sizing.
Set up a resident feedback system including a 'track and report' component. Prepare a resident feedback form. Set up a register of feedback received and record actions in response to feedback.	Collect verbal feedback from several residents.	Collate recent actions taken in response to resident feedback to be shared at relevant meetings.