



# Hosting Project Leader

---

## About the role

As a volunteer Hosting Project Leader you'll act as the maître' d of the team, running your Project's front of house and helping to create a warm, friendly atmosphere that will make both volunteers and guests want to return each week. Your team of volunteers will lay the tables, greet guests, and serve the food – all under your guidance! You'll be helping to build a resilient community through the sharing of delicious food and conversation, including reducing loneliness and contributing to improving the mental health and wellbeing of guests and volunteers.

Responsibilities include:

- Running hosting sessions, leading a team of volunteers to serve a three-course meal in a limited timeframe.
- Encouraging the whole team to have input into creating a warm, friendly atmosphere for guests.
- Inducting new volunteers.
- Working with your Project Leader team to ensure that all elements of the Project run smoothly, including liaising with the Cooking Project Leader at each session to gather information, e.g. about food allergens.
- Ensuring that all volunteers are following the food safety procedures set out in our kitchen handbook.
- Completing the closing checklist in the kitchen handbook and the weekly session report via our website.

You don't need to have any previous hosting experience – you just need to love food and motivating people!

## About FoodCycle

FoodCycle community meals bring people together with good food and conversation. We serve up free, wholesome meals made from food that would have gone to waste. It's fun, free and there's always pudding.

## FoodCycle aims to:

- Connect communities
- Support mental health and wellbeing
- Nourish the hungry
- Promote sustainability
- Inspire change

A FoodCycle Project is where the magic happens. Each Project is run on the ground by a team of lead volunteers called Project Leaders, who ensure the smooth running of their FoodCycle Project. Project Leaders are passionate, committed and want to make a positive change within their community. They take ownership and make decisions about the day-to-day running of their Project.

## Skills you'll learn

- **Teamwork:** you'll work as part of a team to prepare a delicious meal and serve it to our guests.
- **Leadership and delegation:** we'll train you up to lead hosting sessions and induct new volunteers.
- **Hosting:** you'll lead on 'front of house' duties, coordinating a team of hosting volunteers and making sure all our guests feel equally welcome.
- **Safeguarding:** you'll learn how to ensure that the safety of our guests and volunteers is always maintained and everyone acts within the correct boundaries.
- **Relationship building:** you'll be building lasting relationships with guests and volunteers, ensuring they come back each week.

## What to expect from FoodCycle

- Regular visits, support, and advice from your local FoodCycle staff team.
- Expenses covered in line with our volunteer policy.
- Accredited Level 2 Food Safety qualification provided by FoodCycle, along with a variety of other training opportunities provided throughout the year (including first aid, nutrition, and conflict management).
- Regional events where you can meet other volunteers, share ideas and discuss plans.
- The opportunity to take on additional tasks/responsibilities within your Project Leader team.
- Impressive skills to add to your CV and a reference if/when you need it.
- The opportunity to meet a large network of like-minded people.
- A fun, creative volunteer experience with ownership over a community-led Project.
- We are an equal opportunity organisation and welcome volunteers with diverse abilities.

## What's expected from me

We hope that Project Leaders stay with us for a minimum of 6 months, to enable them to get the most out of the role. As a Hosting Project Leader, you will be expected to:

- Attend regular Project Leader meetings to discuss as a team how things are going.
- Lead a minimum of one session per month.
- Follow all FoodCycle policies and procedures, including reporting any accidents and incidents.
- Complete Level 2 Food Safety, Food Allergens, and safeguarding training.
- Be friendly, empathetic, and dependable. Have good communication skills and a calm, flexible approach.
- Complete an enhanced DBS check (required for all roles involving 'regulated activity').
- Recognise, respond to, and report any safeguarding issues or concerns. *Note: you must not be barred from working with children and adults who may be vulnerable and at risk of abuse or neglect.*
- Complete the session Project report on our website after leading a session.

## Time commitment

The suggested minimum time commitment for the Hosting Project Leader role is 8 hours a month.

## To apply

Visit <https://volunteer.foodcycle.org.uk/projectleader> to complete a Project Leader application form.

## Safeguarding statement

Safeguarding is everyone's business – FoodCycle is committed to safeguarding and promoting the welfare / wellbeing of children, young people and adults at risk. It expects all staff and volunteers to share this commitment.