



Procurement Hub co-lead

About the project

Bristol Food Producers are working with Bristol City Council to explore the feasibility of a collective sales model for local producers to sell to Bristol's public institutions. The goal is to increase the amount of locally-grown food that is used in public procurement across the city. This project will build on existing research and work done by Bristol Food Network and Bristol Food Producers and review successful models further afield to inform what a successful model could look like in Bristol. We will host knowledge exchange workshops between producers and procurers to assess the feasibility of different approaches and scope potential models, as well as the establishment of a producer working group. The project aims to establish what a pilot could look like.

This role will lead on the public sector side of the project, working alongside the Bristol Food Producers coordinator who will lead on the producer side of the project. The role will involve close coordination and support of the other aspect of the project, and co-running some events together.

About the role

- **Location:** Remote, but with regular in-person meetings and events in Bristol, so ideally based in or near Bristol
- **Type of role:** Freelance
- **Part time:** Estimation of 16-18 days work between early November and mid March, spread fairly evenly during this time with some flexibility. This work is best suited to someone who can deliver flexibly during the week as opposed to on a single fixed day.

- **Rate:** Fixed term contract of £3500-4000 (depending on start date), estimation of 16-18 days of work. There may be scope to take on additional paid days depending on skills and experience.
- **Start Date:** As soon as possible after recruitment is completed, ideally week commencing 9th November.
- **How to apply:** Please send a CV and one page cover letter outlining your relevant experience to info@bristolfoodproducers.uk
- **Closing date for applications:** Midnight on Tuesday 20th October. Interviews will take place on Tuesday 27th October.

Key responsibilities

- Carry out research into successful procurement models happening around the UK and write up case studies.
- Lead on identifying and building relationships with key public sector actors in Bristol, including understanding their procurement processes and needs
- Coordinate and facilitate events bringing together public sector actors and the producer working group to share knowledge and explore how a pilot might work
- Support with events bringing together producers
- Co-production of the written feasibility study report, including scoping of a future pilot
- Input into the policy briefing document

About you

Essential:

- Experience of working in food or farming setting
- Track record in procurement or food sourcing, or demonstrated ability to pick up and deliver projects in a short timeframe
- Ability to work well independently and to take initiative and manage own workload
- Experience of organising and running events
- Excellent written skills, with evidence of high quality report writing

Desirable:

- Understanding of procurement frameworks
- Understanding of local government structures, and Bristol specifically
- Demonstration of facilitation skills, managing a group of participants to develop a project idea

About Bristol Food Producers

Bristol Food Producers is a pioneering and innovative producer-led partnership of independent growers, farmers, retailers, restaurants and distributors. We have a common aim to upscale local food production in the city (growing, processing and distribution), and we recognise this is not something we can achieve alone; it's only by working together that we can create real and significant change.

Our four strands of work are:

1. Creating routes to markets for producers
2. Providing access to appropriate training
3. Improving access to land and resources
4. Strengthen relationships to allow people to work together collaboratively and create a supportive network