

ROLE DESCRIPTION

Job Title: Foodbank Project Manager	Reporting to: Services Director
Location: Haverhill	Hours: Part time (18 hours p/w)
Salary: £10,319 per annum (£21,509 FTE)	

About Reach

Reach Community Projects (Restore, Encourage, Action, Community and Hope) has provided support to local people in crisis for over 15 years. We provide a debt counselling and advice service. We are a small charity based in Haverhill, serving the community in Haverhill and surrounding areas.

About The Role

We are looking for a **Foodbank Project Manager** to join our team which is based in Haverhill. The ideal candidate should be someone who is dynamic and engaging, with excellent communication and organisational skills. You will oversee the operation of Haverhill Foodbank (a project within Reach Community Projects) in accordance with The Trussell Trust requirements. You will be responsible for the day to day operation of the foodbank including managing volunteers (in association with the Volunteer Experience Co-ordinator), arranging food collections and ensuring food boxes are packed ready for supply to the distribution hubs.

About You

We are looking for somebody who has management experience. Is over 25 years old and holds a current full driving licence. The right person will have good communication skills and ideally have experience of working with volunteers. The ideal person would have knowledge or experience of working in a similar environment.

Job Summary

- Co-ordinate food coming into and leaving the warehouse
- Manage the warehouse and ensure that it complies with health & safety
- Ensure compliance with Trussell Trust systems
- In partnership with the Volunteer Experience Co-ordinator manage volunteers within the warehouse

- Line management of the Warehouse Assistant.
- Working in partnership with the Local Hub Co-Ordinator to ensure that the van is fully stocked for the daily visits

Key Duties and Responsibilities

Co-ordination of food

- Liaise with donors to co-ordinate a regular supply of the appropriate donations of food and other items coming into the warehouse, updating the team regularly on the items most needed to balance supplies
- Co-ordinating the team of van drivers to ensure regular collections are made from Permanent Collection Points (PCP) at partnering supermarkets
- Arrange regular and ad hoc collections from businesses, schools and churches as required
- Build and develop relationships with our partner corporations to promote the foodbank needs

Warehouse Management

- Take responsibility for the building, contents and security of the warehouse
- Monitor stock levels and liaise with communications team about specific shortages and requirements
- Monitor Health and Safety, ensuring compliance with statutory requirements and good practice
- When necessary, provide driving cover to ensure collections and deliveries are made promptly to support food bank operations
- Oversee stock rotation, sorting and storage of food

Trussell Trust compliance

- Co-ordinate an annual stock take and reconciliation to verify the accuracy of data records
- Ensure that all warehouse paperwork is stored securely and passed on regularly to the administration team for entering onto the data collection system
- Be familiar with the online data system

Volunteer training, management and support

- Partner with the Volunteer Experience Co-ordinator (VEC) to interview potential warehouse and driver volunteers as required
- Partner with the VEC to deliver new volunteer inductions at the warehouse
- In partnership with the VEC, co-ordinate warehouse volunteer rotas and driver rotas ensuring adequate numbers of volunteers

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the role.

Qualifications, Skills and Experience Required

Requirement	Essential	Desirable
Education, training and qualifications	<ul style="list-style-type: none"> • GCSE or equivalent Maths, English and ICT – Grade A to C • Full driving licence with use of own car • Computer literate with a strong working knowledge of Microsoft Office suite 	
Skills, knowledge and experience	<ul style="list-style-type: none"> • Be able to work in a team and deliver high quality customer service • Experience of managing people including volunteers • Good communication skills • Ability to plan, manage and monitor a project • Comfortable user of email • Full clean driving licence 	<ul style="list-style-type: none"> • Working in a similar organisation • Management experience
Personal Attributes	<ul style="list-style-type: none"> • Ability to manage and work unsupervised • Enthusiastic about the work of the food bank • Sympathetic to the Christian beliefs of the organisation 	<ul style="list-style-type: none"> • Willing and able to handle crates weighing up to 20kg

People behaviours

Communication & Team Working	<ul style="list-style-type: none"> • Acts openly and honestly. • Shows respect for others.
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	<ul style="list-style-type: none"> • Communicates with others in a clear and structured fashion (written and verbal). • Demonstrates a 'can do' approach. • Understands the importance of confidentiality and data security
People Management & Development	<ul style="list-style-type: none"> • Delivers agreed performance objectives with required support. • Demonstrates a willingness and appetite to learn. • Willing to participate in training and professional development
Commitment & Drive	<ul style="list-style-type: none"> • Has high standards and adheres to quality guidelines. • Strives to deliver to the best of abilities at all times. • Shows professionalism and care for clients and colleagues at all times.
Ethos of the organisation	<ul style="list-style-type: none"> • As a minimum requirement all employees of Reach Community Projects must be able to work within the Christian ethos of the charity

Terms and conditions

Location	This role will be based at the main office in Wisdom Facilities Centre, 42 Hollands Road, Haverhill CB9 8SA but will involve travelling within Haverhill and the surrounding area
Working hours and pattern	18 hours per week
Probationary Period	3 months
Annual Leave	25 working days per annum for full time employees along with public holidays