**Doncaster Foodbank Project Manager Job Description**

**Responsible to:** The trustees of Doncaster Foodbank

**Responsible for:** Central management and coordination of the foodbank project

**Salary:** £24,000 per annum pro rata plus travel expenses

**Part-time**: 22.5 hours per week with very occasional evening and weekend work. (Full time would be 37.5 hours per week). We anticipate that you will spend a reasonable amount of time helping to secure funding for the post and the project.

**Temporary:** This is a 2 year fixed term position (extension of contract is dependent on securing funding)

**Annual leave:** 28 days leave including public holidays, pro rata for part time staff

**Place of work:** You will normally be required to work at Christ Church, Thorne Road, Doncaster, DN1 2HG or at other locations in the course of your duties agreed with Doncaster Foodbank.

**Overall responsibility of the job:** Oversee the operation of Doncaster Foodbank, with concern for its operational efficiency and standards in accordance with the Trussell Trust franchise model. In partnership with the trustees and steering group, guide the development of the foodbank project, including its material resources, financial assets, reputation, partnerships and volunteer body.

**Specific responsibilities:**

*Reporting to Trustees*

* Report in writing to the charity’s trustees at their regular meetings or at such special meetings as the trustees may call
* Bring to the trustees’ attention any concerns about the running of the project or its future sustainability.
* Advise the trustees of exceptional events, such as complaints, major press contacts, accidents, external evaluations or risk to reputation

*Strategic development*

* Guide, manage and monitor the future development of the project.
* Organise and chair meetings of the steering group at least four times a year, where there is an agenda and minutes are taken

*Trussell Trust compliance*

* Comply with the terms of the foodbank franchise, including standard operating procedures

*Communications*

* Be the main point of contact for enquiries, responding on behalf of the foodbank with assistance from any Administration Assistant or other Managers

*Foodbank centres & Volunteers*

* Visit the foodbank centres on a regular basis
* Liaise with Foodbank Centre Supervisors to monitor operational standards
* Oversee the recruitment of volunteers including reference checks, obtaining signed confidentiality agreements, facilitating volunteer training and support and maintaining volunteer records.

*Food store*

* Liaise with the volunteer Warehouse Manager to monitor operational efficiency
* Support the Warehouse Manager to monitor Health and Safety, ensuring compliance with statutory requirements and good practice

*Food supplies*

* Liaise with the Warehouse Manager to monitor stocks levels, issuing appeals as necessary
* Organise and run supermarket food collections

*Data*

* Be familiar with the on-line data system, monitoring the key data indicators
* Support data volunteers to ensure regular and accurate data of stock and vouchers
* Ensure the safeguarding of the on-line data system.
* Extract data for reports to the trustees and steering group

*Agencies*

* Liaise with referral agencies to resolve any issues that may arise and nurture relationships

*Public Relations*

* Oversee regular prayer letters/newsletters to maintain engagement of supporters and partners
* Respond to requests to speak about the foodbank’s work to organisations and churches
* Represent the foodbank at meetings of foodbank partners.
* Issue press releases as appropriate and respond to media enquiries

*Finance*

* Apply for and help secure funding for both the manager post and the project
* Develop links with the local business community
* Provide the Treasurer with details of payments and receipts, and supporting documents, to enable proper accounting
* Liaise with the trustees and steering group to identify resources for central purchase
* Comply with the foodbank’s finance policy

*Quality Assurance*

* Monitor and take into consideration the views of stakeholders
* Undertake the annual Quality Assurance visit from the Trussell Trust

**Requirements:**

* Ability to guide, manage and monitor the future development of the project
* Experience of managing people
* Experience of working or volunteering in an organisation that deploys volunteers
* Ability to meet the travel requirements associated with this role

**Key Skills:**

* Good oral and written communication
* Confident user of email, the Microsoft Office package and internet
* Ability to work independently and unsupervised with minimum supervision
* Numerate and comfortable interpreting statistical data
* Ability to develop good team working and morale

**Personal attributes:**

* Passionate about tackling poverty
* Empathy and ability to work with people from disadvantaged, marginalised, or socially excluded backgrounds
* Honesty, reliability, enthusiasm and integrity
* Willingness to support and promote the Christian values of Doncaster Foodbank

**Training Provided by Doncaster Foodbank:**

* Induction training including use of the Foodbank Operating Manual
* Safeguarding children and adults
* Doncaster Foodbank IT systems
* Health & Safety, Environmental Health and Manual Handling as appropriate

**Probationary period:**

* Appointment will be subject to the satisfactory completion of a probationary period, initially of 6 months.

*Doncaster Foodbank is a charity founded on Christian principles. Not every member of the team is a Christian, but we all subscribe to the same values and trust that all new team members will too, irrespective of belief or background.*