** Doncaster Foodbank Project Manager Person Specification**

|  |
| --- |
| **FOR THE POST OF FOODBANK PROJECT MANAGER** |
| **Criteria** | **Essential** | **Desirable** | **Assessed through\*** |
| **EXPERIENCE** |
| Previous experience of working in a team and delivering a high quality customer service |  |  | A.I.R. |
| Previous experience of building good working relationships with a diverse range of agencies |  |  | A.I.R. |
| Previous experience of managing people |  |  | A.I.R. |
| Previous experience of working or volunteering in the charity / voluntary sector |  |  | A.I.R. |
| Experience of fundraising and applying for grant funding |  |  | A.I. |
| **SKILLS** |
| Ability to guide, manage and monitor the future development of the project |  |  | A.I.R. |
| Ability to understand and follow foodbank policies and procedures |  |  | A.I. |
| Ability to plan time in a context of competing priorities, meeting deadlines with minimal supervision  |  |  | A.I.R. |
| Excellent interpersonal and communications skills both written and verbal  |  |  | A.I.R. |
| Numerate and comfortable interpreting statistical data |  |  | A.I. |
| Ability to use email, Microsoft Office package and internet |  |  | A. |
| Ability to build good working relationships with others to enable the achievement of goals and targets |  |  | A.I.R. |
| **KNOWLEDGE** |
| An understanding of the welfare and social policy issues affecting the UK foodbank movement. |  |  | A.I. |

*\*A – Application \*I – Interview \*R – Reference*

|  |
| --- |
| **FOR THE POST OF FOODBANK PROJECT MANAGER** |
| **Criteria** | **Essential** | **Desirable** | **Assessed through\*** |
| **PERSONAL ATTRIBUTES** |
| Reliable, with strong self-motivation and an ability to self-manage and work unsupervised |  |  | A.I.R. |
| Enthusiastic about the work of foodbank and passionate about tackling poverty |  |  | A.I. |
| Empathy and ability to work with people from disadvantaged or socially excluded backgrounds |  |  | A.I. |
| Demonstrates honesty, reliability, enthusiasm and integrity |  |  | A.I.R. |
| Willingness to support and promote the Christian values of Doncaster Foodbank |  |  | A.I. |
| Ability to meet the travel requirements associated with this role  |  |  | A. |

*\*A – Application \*I – Interview \*R – Reference*