



Job description for Burnage Foodbank Project Worker

Job title: Project Worker, Burnage Foodbank

Location: Burnage, Manchester

Contract: Fixed term for 24 months, with possible extension subject to funding

Responsible to: The Project Worker will be appointed and employed by Burnage Foodbank Trustees and will be supervised and managed by the Project Manager or an appointed Trustee.

Purpose and objectives: To support the effective running of Burnage Foodbank which is affiliated to the Trussell Trust network but can independently make its own operational decisions.

Main responsibilities: To work alongside the Project Manager and volunteers of Burnage Foodbank to support emergency food provision to clients, liaising with referral agencies and donors as directed and keeping accurate records relating to stock, vouchers and finances.

1. Sort, date and weigh food at the warehouses and distribution centres.
2. Drive the foodbank van to collect donations from supermarkets and other collection points and support with deliveries.
3. Help run the weekly foodbank sessions, currently on Tuesdays and Fridays.
4. Answer enquiries about the foodbank and provide signposting support where appropriate – in person, on the telephone and by email.
5. Keep accurate records including relating to clients, donors, stock and finances.
6. Attend meetings including supervision and carry out other reasonable duties as agreed with the Project Manager and/or the Trustees.
7. Ensure health and safety, safeguarding and data protection principles and standards are adhered to at all times.

Person Specification: To join Burnage Foodbank as a Project Worker, you will need to demonstrate the following skills, knowledge and experience (please note these will be used in the shortlisting and selection of applicants):

Essential:

- Strong team working skills, plus the ability to work independently
- Good written and verbal communication skills
- Organisational skills, including the ability to juggle competing priorities
- Ability to build relationships with a wide range of people
- Experience with managing email, spreadsheets and other data packages
- Ability to carry stock up and down stairs
- Willingness to work flexible hours and undertake occasional weekend work
- Clean driving licence and willingness to drive the foodbank van
- Eligibility to work in the UK

Desirable:

- Knowledge and experience of using social media platforms to build awareness and positive relations
- Experience of effectively signposting people to appropriate support.

Terms and Conditions

Normal working hours: 15 hours per week as agreed. This includes some agreed fixed core hours on Tuesdays and Fridays; other hours to be flexible including some weekend and evening hours on an occasional basis.

Salary: £22,500 per annum pro rata (£9,375 actual salary)

Annual leave: 5.6 weeks (including 8 days public holidays) pro rata

Expenses: All reasonable expenses will be reimbursed but must be authorised in advance by a Trustee.

Appointment: The successful candidate will be subject to a satisfactory enhanced DBS disclosure and two references. Appointment will be subject to the satisfactory completion of a probationary period, initially of three months.

Notice period: One week during probation rising to four weeks after this.

Start date: To be confirmed, but no later than 1 December 2022.

How to apply: Email your CV and a covering letter (no more than two sides of A4), highlighting how you meet the essential and desirable criteria. Please provide details of two referees indicating how they are known to you (they should not be related to you). References will be taken up before appointment.

Send to manager@burnage.foodbank.org.uk **before midday on Monday 17 October 2022.** Interviews likely to take place in early November 2022.