

Job Title: Project Worker – Burnage Foodbank (Temporary Contract)

Location: Burnage, Manchester

Contract: Fixed term for 8 weeks, with the possibility of extension for up to a further 2 weeks, subject to funding and operational need.

Reports To: Appointed Trustee or Project Worker (on behalf of Trustees)

Purpose and Objectives:

To support the effective and sustainable running of Burnage Foodbank, including day-to-day operations and fundraising activity. This includes providing emergency food to clients, managing stock and volunteers, supporting fundraising efforts, and maintaining good relationships with partners, donors, and the community.

Key Responsibilities:**Operational Duties**

1. Help run foodbank sessions (currently Tuesdays 12:30-2:30pm at St Nicholas Church and Fridays 3pm-5pm at St Bernards Church), supporting clients and coordinating with volunteers.
2. Sort, date, and weigh food items, ensuring records of stock levels and sources are kept up to date.
3. Accompany the Project Worker on collections of food donations from supermarkets, other donation points, or our warehouse and dating/sorting donations
4. Ensure all activities follow health and safety, safeguarding, diversity, and data protection policies.
5. Attend regular team meetings and undertake any additional tasks as directed by the Project Manager or Trustees.

Fundraising & Communications

8. **Develop volunteer & donor communications**, including thank-you letters, monthly updates, and success stories to share with volunteers & donors.

9. **Coordinate local fundraising events** (e.g. sponsored walks, community collections, bake sales).
 10. **Support digital fundraising**, including maintaining donation platforms and promoting campaigns via social media.
 11. **Engage with local churches, schools, and community groups** to increase awareness and encourage regular giving.
 12. **Assist in writing small grant applications**, including gathering impact data and case studies.
 13. **Create a plan for awareness campaigns**, such as Harvest appeals and the Christmas reverse advent initiative.
 14. **Create a fundraising calendar** and help track donation targets and progress in collaboration with the Project Worker and Trustees.
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Person Specification

Essential:

- Experience working as part of a team and independently
- Strong verbal and written communication skills for varied audiences
- Good organisational and time management skills
- Experience with spreadsheets, email systems, and basic data entry
- Physically capable of lifting and moving stock
- Flexible availability, including occasional weekends/evenings
- Eligible to work in the UK

Desirable:

- Knowledge of using social media to build awareness
- Experience with community fundraising or communications
- Experience in grant writing or basic fundraising reporting
- Clean driving licence and willingness to drive the foodbank van

- Lived experience of poverty or food insecurity
 - Experience signposting or supporting vulnerable individuals
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Terms and Conditions:


- **Hours:** 15 per week including availability at core times:
 - Tuesdays – 4 hours (11am-3pm)
 - Thursdays - 4 hours (usually the afternoon)
 - Fridays - 3 hrs (2pm-5pm)
 - Flexible during the week: 4 hours
 - **Salary:** Paid at UK National Minimum/ Living Wage:
 - £12.21 /hr – for ages 21 and over (National Living Wage)
 - £10.00 /hr – for ages 18 to 20
 - **Annual Leave:** Pro-rated statutory entitlement applies. For this 8-week contract at 15 hours per week, the paid annual leave entitlement is 13 hours, which may be taken during the contract or paid in lieu upon completion.
 - **Expenses:** Reimbursed with prior authorisation
 - **Probation:** 2 weeks, subject to satisfactory references and DBS check
 - **Notice:** 1 week
 - **Start Date:** Ideally from 21st July 2025
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How to Apply:

Send your CV and a covering email (maximum 250 words) explaining how you meet the criteria, along with contact details for two referees (not relatives), to:

 trustees@burnage.foodbank.org.uk

 **Deadline:** 5pm on Tue 15 July 2025

 **Interviews:** Wed 16th - Fri 18th July 2025