

Burnage Foodbank Project Manager

Job title: Project Manager, Burnage Foodbank

Location: Burnage, Manchester

Contract: Fixed term for 12 months, with possible extension subject to funding

Responsible to: Burnage Foodbank Trustees and supervised and managed by the Chair of Trustees.

Purpose and objectives: To manage Burnage Foodbank, which is affiliated to the Trussell network but can independently make its own operational decisions.

Main responsibilities: To have full oversight and management of Burnage Foodbank, including working towards the Together for Change agenda, working with identified staff members and volunteers in cooperation with Trustees.

1. Undertake the ongoing work and development of Burnage Foodbank, including through liaising with:
 - a. Referral agencies
 - b. Donors including members of the public, community organisations and corporate bodies
 - c. Statutory and voluntary agencies
 - d. Foodbank projects in other areas including Trussell Trust foodbanks and independent food providers.
2. Secure funding for the project and for the Project Manager and any other paid posts, including through applying for grants.
3. Oversee the day-to-day management of the Foodbank, including:
 - a. Creating, planning, and organising initiatives, activities and events as agreed with the Board of Trustees
 - b. Supporting other staff members and volunteers as necessary
 - c. Strategic management of the distribution centres and warehouse/s and related relationships with the owners/managers of these buildings and organisations
 - d. Ensuring administrative tasks are understood and carried out effectively
 - e. Managing budgets and preparing both financial and project reports
 - f. Managing strategic partnerships with agreed key stakeholders.
4. Line manage and train other staff members and volunteers to support the effective and efficient running of Burnage Foodbank.

5. Develop Burnage Foodbank by:
 - a. Carrying out public relations activities to raise its profile and to ensure Burnage Foodbank is a well known and respected local charity
 - b. Maintaining and nurturing relationships with individuals, agencies and organisations, distribution centres, church and community networks and corporate partners
 - c. Exploring potential developmental opportunities and bringing detailed proposals about these to the Trustees for their consideration
 - d. Working in partnership with Trussell and independent organisations working to help alleviate food (and other related) poverty
 - e. Exploring and pursuing funding opportunities.
6. Ensure regular monitoring and reports are submitted in a timely manner and an agreed format including to the Trustees, Trussell, Charities Commission and others as appropriate.
7. Ensure that Burnage Foodbank policies and procedures, such as Health and Safety, Safeguarding, Data Protection and risk assessments, are kept up to date, shared with and understood by staff, volunteers and others as appropriate and observed.
8. Any other duties identified by the Trustees which may reasonably be regarded as within the nature of the post, on the understanding that any changes of a permanent nature should be incorporated into the job description in specific terms.

Person Specification: To join Burnage Foodbank as Project Manager, 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:

- Proven ability to effectively develop, manage and evaluate a complex project
- Strong relationship management with experience of developing and maintaining positive relationships with peers, staff and volunteers and members of the public
- Empathy and an understanding of the challenges of supporting individuals in crisis
- Experience of managing budgets and financial reporting
- Excellent organisational and time management skills and self-discipline
- Excellent written and verbal communication skills
- Knowledge and understanding of the principles of safeguarding in relation to working with vulnerable adults, children/young people and volunteers

- IT skills including the ability to effectively use email, internet, applications and spreadsheets in order to undertake administrative tasks and manage a project
- A clean driving licence and the willingness and ability to drive the Foodbank vehicle if required.

Desirable:

- Knowledge and experience of working with corporate, statutory and voluntary sectors and agencies
- Experience of successfully sourcing finance including through grant applications
- Managing complex public relations including with partner agencies, corporate sponsors and the media
- Awareness and experience of using social media platforms to share information and build a positive reputation.

Terms and Conditions

Normal working hours: 25 hours per week as agreed. This includes some agreed fixed core hours; other hours to be flexible including some weekend and evening hours on an occasional basis.

Salary: £30,712 per annum (based on 37.5 hours) pro rata for 25 hours to £20,475 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 references. Appointment will be subject to the satisfactory completion of a probationary period, initially of 3 months.

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