

Job Title: Brighton Food Bank Lead
Hours: 35
Salary: £28 562 (BHCM Band B) pro rata
Annual Leave: 28 days
Responsible to: Head of Mission

Brighton Food Bank exists to help families and individuals going through times of crisis. We do this primarily through food parcels, but also through supporting clients emotionally, physically, and spiritually, whilst also signposting them to other agencies across the city for expert advice. As a Christian food bank it is our privilege to share our faith with clients, and offer prayer when welcomed.

Summary of Main Responsibilities:

(assisted by two part-time team members, contributing a total of six working days)

- 1.) Oversee the day to day smooth running of the Brighton Food Bank.
- 2.) Line manage the staff team.
- 3.) Lead a large volunteer and helper team.
- 4.) Network with local referral agencies.
- 5.) Support clients in complex situations.
- 6.) Represent BHCM at events and in churches.

Main responsibilities:

1. **Oversee the day to day smooth running of Brighton Food Bank.**
 - 1.1. Enthusiastic communicator of the Christian faith.
 - 1.2. Manage the referrals confidentially and with awareness of sensitive client information.
 - 1.3. Create an environment that enables clients to feel welcomed and at ease.
 - 1.4. Ensure donations are well received, promptly sorted, stock is rotated.
 - 1.5. Ensure health and safety practices are implemented and act as Health and Safety Officer.
 - 1.6. Maintain good communications between Brighton Food Bank team and all other members of the team.
 - 1.7. Maintain a well organised food bank for all staff, volunteers, and helpers.
2. **Line manage the staff team.**
 - 2.1. Lead two part-time staff, working with and growing their strengths.
 - 2.2. Conduct regular supervision.
 - 2.3. Assist with recruiting new team members.
 - 2.4. Ensure staff members are inducted and trained well.
3. **Lead a large volunteer and helper team.**
 - 3.1. Assist with recruiting new volunteers.
 - 3.2. Ensure that all volunteers and helpers complete an application/details form.
 - 3.3. Ensure that volunteers and helpers are inducted and trained well.
 - 3.4. Ensure that prayer, training, and information sharing happens.
 - 3.5. Ensure volunteers and helpers are cared for pastorally.
 - 3.6. Ensure team days take place throughout the year.
4. **Network with local referral agencies.**
 - 4.1. Develop working relationships with referral agencies.
 - 4.2. Visit and network with agencies.
 - 4.3. Attend networking forums in the city.
5. **Support clients in complex situations.**
 - 5.1. Faithfully support clients.
 - 5.2. Ensure clients are seen and supported appropriately.
 - 5.3. Make wise and hard decisions, closing cases when appropriate.
6. **Represent BHCM at all events and in churches.**

- 6.1. All our staff must strive towards fulfilling our vision.
- 6.2. All staff members are expected to be at BHCM events.
- 6.3. All staff members will be expected to represent BHCM by making presentations in churches and producing written reports for publicity.

PERSON SPECIFICATION

Essential

People Skills:

Communication skills, verbal and written.
Presentation and teaching skills.
Pastoral skills.
Responsive to varying crisis situations.

Strategic Skills:

Decision making skills.
Management skills.
Problem solving skills.
Flexible and adaptable to change.
Ability to work both individually and within a team.
Time management skills to manage your own and the team diary.

Personal Skills:

Active Christian.
Active church goer.
Honesty and integrity.
Sense of humour.

Knowledge and Experience:

Good knowledge of health and safety.
Good knowledge of safeguarding.
Good IT skills and working knowledge of Word and Excel.
Good knowledge of benefit and welfare services.

Desirable

Food bank experience.
Hold a valid UK driving licence.
Inter-denominational knowledge.

Occupational Requirement: All staff are central to the fulfilment of the statutory objects of Brighton and Hove City Mission, and are required to demonstrate a clear commitment to the Christian faith.

Informal chat before Thursday 21st August 2025.
(Please book a time by contacting office@bhcm.org.uk)

Application closing date Friday 22nd August 2025 at 5pm.