

Job Title: Brighton Food Bank Support
Hours: 21
Salary: £14 373.23 (£23 955.38 pro rata, BHCM Band A)
Annual: Leave: 17 days (28 days pro rata)
Responsible to: Brighton Food Bank Lead

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:

- 1.) Assist in the day to day smooth running of Brighton Food Bank.
- 2.) Support clients in complex situations.
- 3.) Support volunteers and helpers in their role.
- 4.) Organise and facilitate Supermarket Collection Days.
- 5.) Represent BHCM at all events and in churches.

Main responsibilities:

1.) Assist in the day to day smooth running of Brighton Food Bank.

- 1.1. Enthusiastic communicator of the Christian faith.
- 1.2. Assist with 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. Maintain good communications between all other members of the team.
- 1.6. Maintain a well organised food bank for all staff, volunteers, and helpers.

2.) Support clients in complex situations.

- 2.1. Faithfully support clients.
- 2.2. Ensure clients are seen and supported appropriately.
- 2.3. Make wise and hard decisions, closing cases when appropriate.

3.) Support volunteers and helpers in their role.

- 3.1. Ensure that all volunteers and helpers complete an application/details form.
- 3.2. Ensure that volunteers and helpers are inducted and trained well.

4.) Organise and facilitate Supermarket Collection Days.

- 4.1. Organise the monthly Supermarket Collection Days.
- 4.2. Be present at the monthly supermarket collection days to supervise a small group of volunteers and helpers
- 4.3. Maintain existing and create new partnerships.

5.) Represent the BHCM at all events and in churches.

- 5.1. All our staff must strive towards fulfilling our vision.
- 5.2. All staff members are expected to be at BHCM events.
- 5.3. 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.

Pastoral skills.

Responsive to varying crisis situations.

Strategic Skills:

Decision making skills.

Ability to work individually and within a team.

Flexible and adaptable to change.

Flexible working hours to work with other colleagues.

Personal Skills:

Active Christian.

Active church goer.

Honesty and integrity.

Sense of humour.

Knowledge and Experience:

Good IT skills and working knowledge of Word and Excel.

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 28th August.
(Please book a time by contacting office@bhcm.org.uk)

Application closing date Friday 29th August 2025 at 5pm.