

**Foodbank Project Director**

**Job Description and Person Specification**

**JOB DESCRIPTION**

**Responsible to:** The trustees of Brentwood Foodbank

**Responsible for:** Central management and coordination of the Foodbank project

**Salary: £35,000 per annum**

**Full-time: 35 hours per week**

**Permanent: 6 month probation period**

**Overall responsibility of the job:** To lead and oversee the various operations of Brentwood Foodbank. With special concern for the strategic development of its vision. Leading and chairing the steering group: guiding the ongoing development of the Foodbank project, ensuring it sustainability. To implement structure to the existing charity apparatus of Foodbank.

**Specific responsibilities:**

*Reporting to Trustees*

* Report to the charity’s trustees bi-annually or at such special meetings as the trustees may call
* Advise the trustees of exceptional events, such as complaints, major press contacts, accidents, external evaluations or risk to reputation

*Strategic development*

* Provide vision, leadership and direction in collaboration with the Trustees
* Call meetings of the steering group monthly, providing a report in advance and agenda
* To line manage the project coordinator and lead the volunteers in Foodbank’s operations

*Management Responsibilities*

* *To lead and direct all other members of staff.*
* *Instruct the Accounts Clerk in any change to policy or adaptions required to financing.*
* *Direct the Project Coordinator to any administrative avenues to pursue including grants and funding.*
* *To lead and serve, by example all volunteers and volunteer leadership positions*

*Trussell Trust compliance*

* Comply with the terms of the Foodbank franchise, including standard operating procedures

*Communications*

* Maintain a Foodbank phone and email account
* Create and protect clear communication with all elements of Brentwood Foodbank.

*Foodbank centres & Volunteers*

* Visit all Foodbank places of operation on a regular basis
* Liaise with Foodbank centre supervisors to enact and encourage operational standards

*Food store*

* Visit the warehouse on a regular basis
* Liaise and assist with the (volunteer) warehouse manager to monitor operational efficiency
* Support the (volunteer) warehouse manager to monitor Health and Safety, ensuring compliance with statutory requirements and good practice

*Food supplies*

* Liaise with the (volunteer) warehouse manager to assure the whole operation can adapt and run sustainably.

*Data*

* Be familiar with the on-line data system and utilise it where it is needed to raise support and address concerns.

*Agencies*

* Pursue partnerships with referral agencies
* Represent the foodbank when required.

*Public Relations*

* Issue press releases as appropriate, and respond to local press enquiries
* Conduct a Foodbank themed church service across Brentwood.

*Finance*

* Comply with the Foodbank’s finance policy.
* Liaise with the steering group to identify resources for central purchase

*Quality Assurance*

* Undertake the annual Quality Assurance visit from The Trussell Trust

**PERSON SPECIFICATION**

**Experience:**

* Experience of managing people
* Experience of working or volunteering in an organisation that deploys volunteers – preferably a charity or Foodbank
* A sound understanding of, and experience of engagement with, churches and Christians of different denominations
* Experience in the operation of a Foodbank is preferred

# Key Skills:

* Ability to manage and monitor the development of a project
* Good oral communication
* Confident user of email, document and spreadsheet applications, and internet
* Ability to work independently and unsupervised
* Numerate and comfortable interpreting statistical data
* Empathy and ability to work with people from disadvantaged, marginalised, or socially excluded backgrounds.

**Personal attributes:**

* Honesty and integrity
* Passionate about tackling poverty
* Servant-hearted – As a charity the Foodbank project seeks to put into practice the teachings of the Jesus Christ. For this reason and the expectation that Church services would be conducted it is a genuine occupational requirement that the candidate be a practicing Christian.

**Other Requirements**

* Driver with clean licence
* Upon acceptance of the role a DBS will be required

**Training provided**

Induction training

IT training as required

H&S, Environmental Health & Manual Handling as appropriate

Children and adults with care and support needs protection

Food Hygiene as required