

Uckfield Foodbank

Proposal for the position of Project Manager

Aim: To fulfil the role of Project Manager as per Job Description below

Hours: 12 hours per week

Pay: £8 per hour, £4,992 per annum approximately

Job Description

Title: Project Manager

Responsible to: Trustees

Responsible for: Paid and Volunteer Staff of the project

Understand the vision of the Foodbank, and be an ambassador for the organisation and its mission.

Work with the Trustees to:-

- Find and training new volunteers
- Maintain the current distribution network
- Continue to Engage / work with statutory agencies
- **Report to the Trustees** every quarter on operational (building, staffing etc.) and tactical issues (e.g. financial and new development potential).

Work with the Distribution/Warehouse Managers to ensure the smooth running of the foodbank and to optimise the benefits to those who come to the Foodbank, and those who help in the Foodbank.

Involve, inspire, manage and **develop the team** of volunteers to ensure smooth operation of the project while maintaining the highest standards of integrity. Including working with the Voluntary Distribution Centre Manager to run training course for new volunteers in the Distribution Centre.

Ensure that all activities are **carried out in a safe manner** for staff, volunteers and clients.

Develop relationships with statutory agencies, other local partners, supermarkets, others engaged in similar activities etc. to encourage increasing supply and opportunities for development in the area.

Organise regular supermarket collections, regular church and festival collections when necessary.

Other jobs:

Fund Raising:

Work with the Trustees to develop a **fund-raising** plan, and then successfully bring in financial support to make the project sustainable.

Communications:

Establish working relationship with agencies.

Oversee and grow the partner and church links, ensuring that regular newsletters/communications are done, and partner queries are answered. (newsletter currently generated using MailChimp and/or Word)

Liaise with the media as appropriate to progress the work of the Foodbank .

Maintain and develop the website (using Wordpress).

Develop a prayer support team and organise/lead visits to pray with and explain the project to supporting churches and relevant Christian organisations

Desirable: The ability to give talks about the foodbank, with PowerPoint presentations, to local churches (within cross denominational worship settings), organisations and groups.

Administration:

Be responsible for the inputting of data relating to vouchers, stock records, and maintaining standards of voucher entries, alerting Agencies to potential abuse and ensuring repeat clients are receiving long term support.

Keeping a database of volunteer's details (currently using Excel Spreadsheet).

Supplying data to Trustees relating to all aspects of reporting requirements to donors, partners and funders.

To be responsible for the day to day running of the office.

Desirable: Paxton Charities accounting system is used by the foodbank. Some knowledge of accounting packages would be desirable.