



# Renfrewshire Foodbank Assistant Project Manager

## Renfrewshire Foodbank Assistant Project Manager

Salary: £20,661 per annum

Job Tenure: Permanent

Location: Renfrewshire

### Renfrewshire Foodbank - feeding local people in crisis.

As Scotland's sixth largest food bank, we are committed to providing emergency food relief to families and individuals in Renfrewshire, who are experiencing financial hardship. In 2016 Renfrewshire Foodbank fed over 1800 hungry children, thanks to the generosity of the local community and the energy and commitment of our volunteers.

The charity's Trustees are now seeking to recruit an Assistant Project Manager to support the Project Manager to further develop all aspects of the foodbank's work. This is an outstanding opportunity to make a direct contribution to the fight against hunger in Renfrewshire.

As Assistant Project Manager you will have a variety of roles with specific responsibility for recruitment, screening, orientation, training, retention and coordination of volunteers. You will be responsible for all of the foodbank's day to day operations in the absence of the Project Manager and ensure that the agreed operating model is followed.

To succeed in this pivotal role, you will need excellent interpersonal and communication skills, first-class planning and organisational skills and the ability to deliver tangible results. A good knowledge of the benefits system and support agencies is desirable.

Renfrewshire Foodbank is run in partnership with local churches and the Assistant Project Manager should agree and support the Christian values of the organisation.

### How to apply

A detailed job description and application form are available at [www.renfrewshire.foodbank.org.uk](http://www.renfrewshire.foodbank.org.uk)

Please email your completed application form, together with your CV and covering letter to [jobs@renfrewshire.foodbank.org.uk](mailto:jobs@renfrewshire.foodbank.org.uk)

**Closing date for applications: Wednesday 31 January 2018**

**Interview Date: Tuesday 6 February 2018**