

## **Renfrewshire Foodbank: Project Manager Job Description and Personal Specification 2019**

### **Role Description:**

To oversee all aspects of the Renfrewshire Foodbank project and ensure that the foodbank operates using the agreed operating model as follows:

- Recruiting volunteers including interviews, reference checks, disclosure checks as required and obtaining signed confidentiality agreements
- Continually develop the structuring and resourcing of an administration team so as to meet all administration requirements and demands
- Recruiting and supporting team leaders
- Coordinating the foodbank management team and holding regular team meetings
- Ensuring that the foodbank meets health and safety standards
- Developing and ensuring adherence to policies and procedures, including Safeguarding
- Ensuring that staff and all volunteers work within the boundaries of the confidentiality agreement
- Organising and facilitating volunteer/staff training
- Ensuring that the foodbank meets environmental health standards
- Communicating with all relevant people including staff, churches, volunteers, Trussell Trust, referrers, Renfrewshire Foodbank Trustees and other Renfrewshire Foodbank project management teams
- Ensuring that the project updates the on-line database, forum and website.
- Communicating with the media and promoting the foodbank service in a positive way
- Organising foodbank representation at community events
- Maintaining awareness of the benefits system, changes to it, and the impact of changes in the operating trends and environment on the foodbank and its plans

### **Key Outputs (In no priority order)**

- Ensuring sufficient food collections are organised to provide sufficient stock to support current and future project growth
- Ensuring sufficient funds to support current and future project growth
- Liaising with the warehouse team leader regarding day to day running of the warehouse including; volunteers, monitoring stock requirements and stock issue, statistical records
- Organising the logistics and re-supply of food to distribution points in conjunction with the relevant team leaders
- Developing new distribution points
- Taking overall responsibility for the management of staff and volunteers in the foodbank office, distribution points, collections and food store.
- Identifying training requirements for your designated staff and volunteers
- Managing the volunteer timetable to ensure best use of volunteers in conjunction with local team leaders.
- Working with existing referrers, funders, volunteers and supporters to grow the project and identify problems through regular visits and liaison
- Undertaking regular talks to referrers and donors to raise project awareness and funds
- Bring to the attention of the foodbank Chairman any concerns about running of the project.
- Ensuring compliance with Health & Safety, Trading Standards and Environmental regulations for both the warehouse building and distribution points.
- Developing a project action plan and long term project growth objectives
- Effective budget management
- Maximising income raised through fundraising and donations
- Producing Project Reports and statistics for the Board Meeting and as required by the Board and funders
- Monitoring users of the foodbank through vouchers issued and minimise any potential or actual abuse through liaising with referrers and distribution point volunteers

This list is not exhaustive and other duties may be required as directed by the role or Renfrewshire Foodbank trustees with the proviso that normally any changes of a permanent nature shall be incorporated in to the job description in specific terms.

**Report monthly to:** Trustee responsible for your direction, support and ongoing training and development.

**Working pattern:** Although the majority of the work would be during normal 9 – 5 office hours Monday to Friday there will also be a requirement for evening and weekend working to fulfil the role. (For example community events and supermarket collections at weekends, speaking engagements in the evening). Hours will be flexible to accommodate this within a 37.5 hour average working week.

**Working Location:** across Renfrewshire, from an office base in Renfrew.

Frequent travel will be required to visit multiple locations across Renfrewshire and further afield for conferences or to visit other foodbanks. **You should have a UK driving licence and access to a car is preferable** (mileage rates will be paid in accordance with HMRC AMAP rates).

**Holidays:** 28 days annual leave plus public holidays (or time in lieu).

**Salary:** The initial salary offered is £25,000 to £27,000 p.a. depending on experience

#### **Training to be provided**

- Foodbank governance, administration, and operations
- IT training as required on specific databases and tools used by foodbank
- Health & Safety, including manual handling.
- Safeguarding training
- Fundraising training
- Environmental Health and other training as appropriate

#### **Key Skills**

- Ability to plan, organise and manage a rapidly developing and innovative project
- Good computer skills including regular use of, email, Internet, word processing, spreadsheet, and presentation software.
- Strong interpersonal skills and the understanding to engage with and support vulnerable people
- Good standards of communication - both written and oral, in person and via telephone and email
- The ability to make public presentations on the work of the Renfrewshire Foodbank
- Negotiating skills and the ability to resolve conflicts
- The role involves handling heavy boxes of food and accessing buildings with stairs
- knowledge of the benefits system and support agencies both voluntary and statutory is required

#### **Personal Attributes**

- Agree and support the values of Renfrewshire Foodbank
- Ability to work unsupervised
- Ability to work under pressure and to deadlines
- Honesty and integrity
- Ability to lead and work as part of a team
- Value all the people who come into contact with or work in Renfrewshire Foodbank.