



BASSETLAW FOOD BANK – FOOD BANK MANAGER ROLE DESCRIPTION

ROLE TITLE:	Food Bank Manager
LOCATION:	Worksop Distribution Centre: Lowtown Street, Worksop S80 2JR Retford Distribution Centre: Buttermarket House, Exchange Street, Retford DN22 6BP
CONTRACT:	Permanent
HOURS OF DUTY:	37.5 Hours per week. To include flexibility to provide cover to attend weekend and evening events and meetings.
SALARY:	£23,000 - £26,000 (depending on experience)
RESPONSIBLE TO:	Chair of Bassetlaw Food Bank
RESPONSIBLE FOR:	Self, Staff and Volunteer team
LIAISON WITH:	Bassetlaw Food Bank Trustees

BACKGROUND

Bassetlaw Food Bank (BFB) is a non-profit, charitable organisation which distributes emergency food parcels to people in need in Bassetlaw. It is a local independent food bank, which receives donation from residents and businesses across Bassetlaw.

PURPOSE OF THE ROLE

BFB are looking to recruit a Food Bank manager to manage and co-ordinate the daily operation of the Bassetlaw Food Bank and work with internal and external stakeholders to develop a sustainable service model, ensuring Bassetlaw residents have the appropriate support moving forward.

PERSONAL ATTRIBUTES NEEDED

- You will be a self-starter having the ability to work independently and have a creative and entrepreneurial approach to challenges with positive outcomes.
- A positive attitude and an ability to work with other people in a flexible and efficient manner as part of a wide and diverse team, with experience of managing staff and volunteers.
- Proven track record of building and maintaining professional relationships and networks.
- Confident in a public speaking to a wide variety of audiences.

MAIN TASKS AND RESPONSIBILITIES

We are looking for an individual who can bring strategic creativity and entrepreneurialism to this role.

They will need to contribute to the Bassetlaw wide strategy to support the whole vulnerability agenda and to be adept at building and maintaining effective partnerships.

General Organisation Management

- To have overall responsibility for the day to day running of operations, buildings

management/access, referrals process, food stocks and parcels provision and financial management.

- To undertake data analysis to establish trends and forecast anticipated demand. To work collaboratively and in partnership with third sector, statutory and other appropriate organisations as required.
- Work closely with and be accountable to the Trustees of the Charity. To provide progress reports and ongoing evaluation of service delivery at board meetings.
- Responsible for activity and business planning leading to the agreement of budgets, income and expenditure targets.
- To ensure that the service is responsive to the needs of partner organisations and residents and that it adapts to external economic and wider factors e.g. Covid-19.
- Ensure all policies and procedures are current, implemented and understood by all staff to facilitate an on-going assessment process.

Fundraising

- Co-ordinate and support all fundraising and income generation initiatives across the entire organisation including researching, preparing & submitting funding applications to ensure sustainability of the BFB.
- Increasing opportunities for corporate sponsorship and donations.

Staff Management

- Recruitment, induction and line management of paid staff.
- Conduct staff reviews/performance management meetings, including the identification and organisation of the training needs of yourself and others.

Other requirements specific to the job

- To undertake any reasonable task requested of you by charity trustees

PERSON SPECIFICATION

Competency	Attributes – Customer Focus, Development, Relationships, Person Effectiveness, Expertise, Communication Skills, Managerial, Health & Safety, Equality, Finance	Essential/Desirable	Method: Application (A) Interview (I)
Experience and Knowledge	Relevant experience of a similar role or setting	Essential	A / I
	Previous fundraising/funding experience	Essential	A
	Previous volunteer management experience or staff management experience	Essential	A / I
	A sound understanding of the principles of equality and diversity	Essential	I
Skills	IT literate, specifically in relation to Microsoft Office programs	Essential	A
	Good administrative skills to include marketing, social media and report writing	Essential	A / I
	Ability to work to tight deadlines	Essential	A / I
	Strong face-to-face and electronic (phone, email) communication skills with people of all ages and abilities	Essential	A / I
	An understanding of the needs of clients. A sensitive and caring attitude	Essential	A
	Self-motivation and the ability to achieve tasks with minimum supervision	Essential	A / I
	Self-managing, with strong organisational skills, ability to prioritise work and meet deadlines	Essential	A / I
	Ability to support and supervise volunteers	Desirable	A / I
Other Requirements	Good attention to detail and accuracy	Essential	A
	Outgoing personality, a friendly yet efficient style and the ability to establish a rapid rapport with people	Essential	A / I
	A willingness to learn new skills as systems and needs develop. Commitment to personal and professional development for self and others	Essential	A
	A willingness to work flexibly within the total number of hours per week determined by operational priorities	Essential	I
	Commitment to Equal Opportunities in employment/service provision	Essential	I
	A full driving licence and access to a vehicle	Essential	A / I
	Evidence of Health & Safety and/or First Aid training/competence	Desirable	A

	A current Food Safety level 2 (CIEH) certificate (less than 3 years old)	Desirable	A
	A current Safeguarding Level 3 certificate	Desirable	A

Please note that as this role may include working with vulnerable adults. Anyone applying for a role which involves a regulated activity and certain controlled activity will require a criminal records check from the Disclosure & Barring Service.