

PERSON SPECIFICATION

POST TITLE Food Projects Manager

DEPARTMENT Community Action

TEAM Food Projects

	Essential	Desirable
Education and training	a) 5 GCSE at Grade C or above including Maths and English (or equivalent) b) 2 A levels (or equivalent)	a) Admin qualifications / training b) Health and Safety c) Qualification d) First Aid Qualification

	Essential	Desirable
Relevant experience	a) Managing, training, supporting staff and/or volunteers. b) Using own initiative to take a task through to completion. c) Producing and maintaining accurate and detailed information. d) Working as part of a team e) Juggling various tasks and priorities to deadlines f) Leading, monitoring, reviewing and reporting feedback on project activities g) Developing strong working relationships with a range of stakeholders	

	Essential	Desirable
Knowledge	a) Microsoft Outlook, Word, PowerPoint & Excel b) Health & Safety	a) Safeguarding b) Data Protection c) Risk Management d) An understanding of the underlying drivers of poverty.

	Essential	Desirable
Skills and abilities	a) Excellent people management skills. b) Ability to delegate and empower staff. c) Excellent written and oral communication skills d) Ability to work with a range of stakeholders. e) Excellent planning and organisational skills f) Ability to prioritise and achieve deadlines. g) Experience of financial management and control of budgets. h) Good interpersonal skills i) Ability to maintain confidentiality. j) Accuracy and attention to detail, particularly when working to tight deadlines. k) Ability to work as part of a team. l) Self-motivating with the ability to work under pressure and to tight deadlines.	a) Ability to occasionally carry out manual handling activities. b) Ability to work people with a range of abilities and experiences

	Essential	Desirable
Other attributes	<ul style="list-style-type: none"> a) Committed Christian b) Adhere to the vision and values of KingsGate. c) A passion for serving people in need. d) A motivation to develop Peterborough Foodbank and the KingsGate Food Pantry further. e) Confident and professional approach. f) Willingness to work in a flexible manner. g) Willingness to serve others. h) Initiative and enthusiasm i) Positive and friendly manner with 'can do' approach. j) Willingness to work non-standard hours when necessary. k) Commitment to equality, inclusion & diversity l) Ability to travel between locations within the city. 	

This person specification was reviewed by Head of Community Action in April 2023.

KingsGate Community Church has a Smoke-Free Policy. Smoking is not permitted in any of the premises or vehicles owned or leased by the organisation.