

JOB DESCRIPTION

POST TITLE	Food Projects Manager
TEAM	Community Action
RESPONSIBLE TO	Head of Community Action
RESPONSIBLE FOR	One (1) staff working within the Foodbank Team and overseeing Foodbank and Food Pantry volunteers.
WORKING HOURS	27.5 hours a week 9.00am – 3.00pm Monday – Friday. (including 1/2-hour unpaid lunch break daily). Occasional Saturday working may be required to cover holidays / sickness.
SALARY	£20,934 per annum prorated based on 40 hours. (Full Time Equivalent £30,450 per annum)
PLACE OF WORK	Majority of hours to be work at Foodbank Warehouse, however some home working could be considered.

JOB PURPOSE

- Provide leadership and direction to the staff and volunteers of the foodbank and food pantry and ensure that the projects are underpinned by Christian values.
- Oversee the operation of Peterborough foodbank, with concern for its operational efficiency and standards in accordance with The Trussell Trust franchise model.
- Oversee the development and operation of the KingsGate Food Pantry in accordance with the 'Your Local Pantry' franchise model.
- To take the projects forward providing vision, inspiration, and professionalism of the highest standard and maintain an environment where all employees and volunteers develop and excel.
- Working with all key stakeholders, guide the development of Peterborough Foodbank project, and the KingsGate Food Pantry including their material resources, financial assets, reputation, partnerships and volunteer teams.
- Contribute to the increased development of missional opportunities.

KEY ACTIVITY

Operations

1. Visit the foodbank distribution centres and food pantry centres on a regular basis.
2. Liaise with foodbank distribution centre supervisors to monitor operational standards.
3. Hold bi-monthly meetings with the foodbank distribution centre supervisors.
4. Hold monthly meetings with the food pantry lead volunteers.
5. Oversee the foodbank and food pantry email accounts with support from the admin volunteer teams.
6. Liaise with the Warehouse Supervisor to monitor operational efficiency.
7. Work with the Care Zone Manager to monitor Health and Safety, ensuring compliance with statutory requirements and good practice.
8. Liaise with the warehouse supervisor to monitor stocks levels, issuing appeals as necessary.
9. Ensure the cleanliness and security of the warehouse building.
10. Take a lead in representing Peterborough Foodbank internal and external meetings.
11. Communicate with referral agencies in response to queries or issues.
12. Be familiar with the on-line data systems, monitoring the key data indicators. Support data volunteers to ensure regular and accurate data of stock and vouchers.

Staff and Volunteers

13. Line manage Foodbank Warehouse Supervisor.
14. Be responsible for the recruitment, training and retention of Foodbank and Food Pantry volunteers.
15. Organise staffing and volunteer levels to ensure the food projects are fully staffed during service hours.
16. Lead regular volunteer meetings to provide guidance and prayer.
17. Identify training needs of staff and volunteers and organise appropriate training.
18. To maintain accurate records of volunteer/ work placement attendance, training, and expenses.

Strategic Development

19. Organise meetings three times a year of the foodbank host church leaders.
20. Work with the Head of Community Action to develop strategic plans for the foodbank and food pantry.
21. Work with the KingsGate Community Action Team to identify new areas of emerging client needs and contribute to the development of services that meet those needs.

22. Assist the Head of Community Action in developing a long-term business plan and strategy to ensure sustainability of the projects beyond the current funding period.
23. Contribute to the development of a Community Action Hub.

Governance and Compliance

24. Support the Head of Community Action to prepare quarterly written reports to the KingsGate directors, advising the directors of exceptional events, such as complaints, major press contacts, accidents, external evaluations, or risk to reputation.
25. Fulfil the role of safeguarding co-ordinator for the foodbank and food pantry.
26. Ensure that safeguarding training for staff and volunteers is kept up to date.
27. Comply with the terms of the Trussell Trust and YLP franchises, including standard operating procedures.
28. Comply with KingsGate's financial controls policy.
29. Provide the KingsGate Finance team with details of payments and receipts, and supporting documents, to enable proper accounting.
30. Monitor the views of stakeholders.
31. Undertake the annual Quality Assurance visit from The Trussell Trust.
- 32. Support your manager in setting and managing the overall budget for the Foodbank and Food Pantry Team.**
- 33. Support your manager in performance management of the Foodbank and Food Pantry Team.**
- 34. Be an effective internal and external ambassador for KingsGate, promoting the organisation's vision and values, positive corporate reputation through active partnership with other relevant stakeholders.**
- 35. Positively manage your own personal development to make sure you maintain the technical and professional competence required to effectively perform your role and meet the standards of the organisation.**
- 36. Positively manage the training and development of the Team's staff and volunteers to make sure they maintain technical and professional competence and meet the standards required by the organisation.**
- 37. Promote positive communication across the organisation, encourage constructive relationships and develop staff feedback methods.**
- 38. Demonstrate a commitment to Safeguarding by reading, understanding, and personally applying the safeguarding policy and procedures,**

undertaking basic safeguarding training, and ensuring any incident is reported immediately.

- 39. Identify, assess, and manage potential risks involved in work activities and processes.**
- 40. Keep confidential, and do not share inappropriately with colleagues or third parties any information on matters and circumstances which are sensitive and could be damaging to the organisation's reputation or business.**
- 41. Record and use information in accordance with KingsGate procedures and legal requirements i.e., Data Protection.**
- 42. Make sure health and safety requirements are met within the Team.**
- 43. Adhere to the vision and values of KingsGate.**
- 44. Perform any other tasks that may arise from time to time which are appropriate to this level of post.**

All Managers at KingsGate have the activities shown in bold included within their job description.

This job description was created by the Head of Community Action in April 2023.