## JOB DESCRIPTION

**Job title: Manager, East Lothian Food Bank**

**Salary range: £27,000 per annum**

**Location: East Lothian Food Bank, Civic Square, Tranent, EH33 1LH**

**Reporting to: Board of Trustees**

**Line manager: Named Trustee**

**Management reports: Operation Co-ordinator; Comms and Outreach Manager; Administrator; volunteers**

**Budget responsibility: Accountable for operational budgets and financial management**

**Hours: 35 hours per week (Core operational hours Mon-Fri 10am to 4pm with some evening and weekend working)**

**Contract: Fixed term for 12 months in the first instance**

**Qualifications: Qualifications and experience food handling and volunteer management will be an advantage**

**Offer of employment contingent on Basic Disclosure from Disclosure Scotland**

**MAIN PURPOSE OF JOB**

The East Lothian Food Bank Manager will play a critical role in ensuring the long-term sustainability and growth of our essential local services during challenging times and in the face of increasing demand. The post holder will work with the Board of Trustees to implement a 3-year business plan for the organisation ensuring delivery of our strategic aims, including creative measures to help those experiencing food poverty and deprivation in East Lothian by supporting and encouraging self-help and support schemes, mobilising voluntary and community resources and accessing new sources of funding which can extend the reach, scope and scale of operation of the organisation. The post holder will have the skills and experience to develop and support a strong team of staff, volunteers and external partners committed to ensuring no one in need in East Lothian goes without food. Further priorities will include securing income from fundraising and grant income for our core crisis service and developing and resourcing ‘more than food’ projects; management and development of our staff team; and taking a strategic lead in helping shape local responses to the root causes of food poverty across East Lothian.

There may always be a need for our crisis food service, but we believe with the right management we are well placed as an organisation to increase delivery of a range of services and projects to a scale that can have an impact on reducing demand for crisis food interventions and on the issues that contribute to food poverty and insecurity in the county more broadly. We are looking for a candidate with the ambition, experience and passion to help us grow our services with this in mind, while ensuring we continue to deliver a ‘gold standard’ crisis food service to those that need it, when they need it, during the most challenging of times.

**MAIN DUTIES AND RESPONSIBILITIES**

1. **Implementing our Strategy and Business plan**

* Implement our strategic objectives for ELFB for the coming 3 years
* Input into and implement a 3-year Business Plan, including income, service, and operational plans, to deliver our strategic objectives

1. **Financial management, including grant management and reporting**

* Review current financial systems and process; undertake and manage budgeting for operations, services and projects in line with business plan objectives, and produce monthly expenditure and forecast reports for monthly board meetings
* Support the Treasurer with the preparation of annual accounts
* Undertake financial reporting for funders, and prepare budgets for grant funding applications for new services and projects, with support of Treasurer and Board

1. **Staff and Volunteer Management and development**

* Line management of staff team, including supporting professional development through regular supervision meetings and production of work plans and development plans
* Provide recommendations for annual salary increase for staff to Board
* Lead on development of volunteer teams, including defining volunteer roles, developing appropriate induction and training, and ensuring appropriate policy and procedure for all aspects of our work undertaken by volunteers. Ensuring volunteers are supported and rewarded for their contributions.
* Lead on recruitment of new volunteers, including recruiting service users to support delivery of our operations, and explore opportunities to provide employment relevant training and access to qualifications through volunteering with ELFB

1. **Oversight and accountability for services, project delivery, and contracts**

* Accountable for the delivery of all services, projects and contracts to funders, clients and the Board
* Manage Operations Coordinator and volunteers to ensure they are supported to deliver a ‘gold standard’ crisis service and high-quality additional service and projects, including hands on support at busy times
* Develop, build and maintain relationships with partners, including new and existing referral and delivery partners, to identify service need and proactively drive forward new initiatives tackling food poverty and insecurity
* Safegaurding lead at an operational level fully accountable for implementation of safeguarding policy and processes by staff and volunteers for the protection of vulnerable clients

1. **Oversight and accountability for facility and operations, including health and safety, data handling, and other key policies and procedures**

* Support Board to undertake a review of operational policy and procedure, working with staff and volunteers to ensure we are fully compliant, efficient, and effective in delivering our core service and current and future projects

1. **Influencing, policy, and profile-raising activity at a strategic level East Lothian**

* Oversight of outreach activity with key local partners, including funders and referral agencies, and support staff and volunteers to undertake outreach activity to raise our profile and increase food and cash donations to ELFB
* Respond to local and national government consultation on relevant policy and strategic development
* Respond to Trussell Trust and other relevant consultations on food poverty and related advocacy
* Alongside the Board, work with ELC, Community Planning Partnership, and Community Health Partnership to contribute to shaping responses to increasing food poverty and rising food insecurity at a strategic level

1. **Income generation and fundraising**

* Input into and implement an annual income plan, derived from annual budget forecasts and in line with the objectives within the business plan including fundraising and income from grants
* Support the Foodbank Coordinator to identify and take forward creative opportunities to help us ensure a secure supply of essential food items, for example commercial sponsorship for key items; commercial partnerships to generate increased food donations at key points in the year
* Identify and develop opportunities for new services, projects and contracts in line with our strategy and business plan objectives, including securing income for new activities

**OTHER DUTIES**

1. **Facilitating good governance and supporting the Board of Trustees**

* Produce financial reports and briefing papers in advance of Board meetings as requested by Board, and attend Board Meetings as required (meetings are currently once per month)
* Participate in Trustee-led short life working groups tasked with developing responses to strategic or constitutional issues, for example Strategic Review, Business Planning, and Facility working groups

**TERMS AND CONDITIONS**

* 28 Days holiday per year (in addition to public holidays and 2-3 days discretionary leave during Christmas and New Year. Annual Leave is allocated in April each year.
* Flexible working / home working arrangements are possible on occasion and as agreed by line Manager Core business hours will be Monday to Friday 10am to 4pm, with one staff member to be on site during these hours. Some out of hours working including evenings and weekends. We operate a ‘time in lieu’ system for additional hours worked.

* Pension – East Lothian Foodbank is a member of the NEST Pension Scheme. Further information about Employer Pension obligations can be found at <https://www.nestpensions.org.uk/schemeweb/nest/aboutnest/pensions-are-changing/auto-enrolment.html>