



FOODBANK MANAGER ROLE DESCRIPTOR

Responsible to: Chief Officer

Hours: 30 per week

Salary: £26,000 FTE per annum

Location of job: Home based with travel within North Aberdeenshire

Temporary/ permanent: 2 year fixed term post.

BACKGROUND

Aberdeenshire North Foodbank is a crisis intervention service with a vision to end hunger and poverty in our local communities. In the last year we have fed over 8000 people and received just over 87 tons of donated food. The service operates across the north of Aberdeenshire in Banff and Buchan, Buchan, Garioch, Formartine and Upper Marr.

The foodbank involves around 80 volunteers and has distribution centres in Inverurie, Ellon, Huntly, Peterhead and Fraserburgh. The food bank enjoys widespread community support from churches and school, as well as from the local authority, statutory agencies and frontline support agencies. Since opening there's been a growing and sustained use of the Foodbank service with geographical expansion into new areas.

We are also involved in a range of 'more than emergency food' projects including an active role in the Fair Food Aberdeenshire Partnership and development work which includes a community market garden and a food hub project in the Huntly and surrounding areas.

The foodbank is an independent Scottish Charitable Incorporated Organisation operating as part of the Trussell trust food bank. The Trussell trust is a charity founded on Christian principles. We follow the Trust's operating model working with compassion, honesty integrity openness kindness and care for all people regardless of religious belief or non-belief.

We are working closely with the Trussell Trust on a Pathfinder programme, which allows us to develop and deliver on strategic objectives that align with the Trussell Trust's strategy for ending the needs for emergency food and poverty. This work includes further developing our Financial Inclusion Services,

embedding Participation into our organisation and raising awareness and making calls to action in our local communities about understanding and challenging the root causes of poverty.

ROLE OUTLINE AND PURPOSE

To oversee the operations of the foodbank centres and warehouses, including support for staff and volunteers and working with the management team to deliver the foodbank's strategic and operational plans.

Working under the direction of the Chief Officer, and closely with Pathfinder colleagues, to help build a cohesive, integrated team and ensuring that the foodbank meets the changing needs of local people.

RESPONSIBILITIES OF THE ROLE:

1. Management & Operations

Ensure the successful implementation of the foodbank's strategic and operational plans, including any key work within the Pathfinder programme, including:

- Work with the Assistant Manager in overseeing the day to day operations of the foodbank core services, with concern for its operational efficiency and standards in accordance with Foodbank Operational Plan and the Trussell Trust franchise model.
- Staff recruitment and supervision and overseeing the recruitment, training and managing/support of Foodbank volunteers in conjunction with Trussell Trust policies and procedures
- Monitoring and reporting on key data indicators of foodbank operations and use.
- Ensure the foodbank's policies are implemented
- Engaging with all stakeholders

2. Partnership and business development

Ensure the ongoing work of the Foodbank by regular liaison with all relevant external stakeholders by developing supportive *local* partnerships and networks, raising the profile of the food bank and maximising its reach.

3. Funding/ Finance

- To identify and apply for suitable funding to start or develop projects/ enhance core foodbank operations
- Work with the senior team on reporting requirements for funders.
- Comply with the Foodbank's finance policy and procedures.
- Work within foodbank financial management systems to set and work within budgets, meet financial targets and report on these

PERSON SPECIFICATION

Essential technical skills and minimum knowledge:

- Experience of managing and monitoring the development of project
- Experience of managing and leading people
- Experience of working or volunteering in an organisation that develops volunteers
- Confident user of email, spreadsheets/ databases, social media etc.
- Numerate & comfortable interpreting statistical data

Behaviors and competencies:

- Strong oral and written communication
- Able to empathise with people from all backgrounds including disadvantaged, marginalized or socially-excluded groups, those in difficult situations and with a range of stakeholders, including senior leaders within other external organisations.
- Car driver and access to a car (Full UK driving license and access to a vehicle fully insured with use for business)