**Application Pack**



E Block Offices

Westway

Porterfield Road

Renfrew

PA4 8DJ

Tel: 03001022500

Email: info@renfrewshire.foodbank.org.uk

Charity number SC044200

September 2025

**Vacancy: Assistant Foodbank Manager (Full Time)**

Dear Applicant,

Thank you for your interest in this position and in Renfrewshire Foodbank. You will find further information about the position in the job description below.

**Location:** Working from our office in Renfrew but will be required to regularly travel to our distribution centres and fundraising events.

**Salary and Hours:** As set out in the Job Description. You may be required to work outside of your normal working hours, including evenings and weekends, where this occurs you will be entitled to time off in lieu (TOIL). The role requires a degree of flexibility and you may be asked to adjust your working pattern to meet the needs of the Foodbank.

**Application Process**: Please email your CV and a written statement which outlines how you meet the essential criteria listed in the Job Descritpion.

Deadline for receipt of CV and written statement: Monday, 29 September 2025 at 12pm.

Email CV and written statements to info@renfrewshire.foodbank.org.uk please put ‘Application for Assistant Foodbank Manager’ into the subject line.

It is expected that interviews will take place on Thursday 9 and Friday 10 October 2025. Should you not hear back from us about an interview you may assume that you have not been successful this time around.

We are committed to being an equal opportunities employer. We value diversity and welcome applications from candidates of all backgrounds and identities.

Should you require any further information please contact our office on the details above.

Kind regards,

Assistant Foodbank Manager- Job Description

**Assistant Foodbank Manager**

**Location: Renfrewshire**

**Renfrewshire Foodbank – feeding local people in crisis.**

As one of Scotland’s largest foodbanks, we are committed to providing emergency food relief to families and individuals in Renfrewshire who are experiencing financial hardship.

Renfrewshire Foodbank feeds over 10,000 families and individuals annually, thanks to the support, goodwill and generosity of the local community and the energy and commitment of our many volunteers.

As Assistant Foodbank Manager you will help oversee all of the day-to-day operations and ensure that the operating model is followed. This will include ensuring sufficient food and other resources are in place to support current and future need; recruitment, training and management of volunteer team leads and volunteers; regular communication with a variety of stakeholders and local community, and on a regular basis online/social media and general administration. Managing warehouse co-ordinator and attending regular distribution centres.

To succeed in this role, you will require excellent interpersonal and communication skills; planning and organisational skills. The ability to deliver measurable results will be pivotal to the role.

This is a significant opportunity to make a direct contribution to fight against hunger and the deep and damaging inequalities in health and income.

Renfrewshire Foodbank is a charity founded on Christian principles. Not every

member of the team is a Christian, but we all subscribe to the same value system.

**Renfrewshire Foodbank is a Scottish Charitable Incorporated Organisation number SC044200**
For more information, please visit [www.renfrewshire.foodbank.org.uk](http://www.renfrewshire.foodbank.org.uk)

**POST DESCRIPTION**

1. **Job Details**

**Job Title:**Assistant Foodbank Manager

**Reports to**: Senior Foodbank Manager

**Hours:** 35 hours per week

**Salary:**c.£26,500 to £30,500 depending on experience

**Working Location:**Head office in Renfrew but working across Renfrewshire

**Holidays:**25 days annual leave plus public holidays (or time in lieu)

**2. Job Purpose**

The Assistant Foodbank Manager supports the day-to-day operations of the Foodbanks’ warehouse and four Foodbank distribution centres across Renfrewshire, ensuring smooth service delivery, effective volunteer coordination and compliance with safety and quality standards. This role supports the Foodbank Manager in achieving the organisational goals. It includes ensuring sufficient food and other resources are in place to support current and future need; recruitment, training and management of volunteer team leads and volunteers; managing the warehouse co-ordinator and attending regular distribution centres. It also includes maintaining regular and proactive communication with stakeholders, the local community and the wider public. This includes a strong focus on managing and developing the organisation’s online and social media presence to raise awareness, share updates, and strengthen engagement. The role also involves general administration to support smooth day-to-day operations. The role requires a degree of flexibility and you may be asked to adjust your working pattern, or work evenings and weekends to meet the needs of the Foodbank.

**3. Key Activities, Responsibilities & Outcomes**

The list of key activities and responsibilities below is not meant to be exhaustive. It describes the main duties and responsibilities of the post. Renfrewshire Foodbank is a small, dynamic organisation and the job description may change to reflect developing organisational needs.

1. **Operations and Service Delivery**
* Assist with the daily running of the Foodbank including the distribution centres.
* Ensure health, safety and food hygiene standards are met at all times.
* Support the manager in maintaining accurate data, reports and monitoring systems.
* Ensure that services within Renfrewshire Foodbank are delivered in compliance with policies and in line with legislative frameworks.
* Ensure that the Foodbank meets environmental health standards.
* Responsible for the overseeing of opening and locking up of warehouses and distribution centres.
* Ensure sufficient food collections are organised to provide adequate stock to support current and future service growth.
* Ensuring uniformly high service standards at all times throughout the Foodbank network using available resources and making correct judgement calls on when to refer issues to the Senior Manager (or in their absence to the Chairperson/Board of Trustees).
* Effective operations budget management to support activities and service delivery – such as buying fresh food, keeping the warehouse stocked and petrol for the van etc.
1. **Team Leadership**
* Line management of the Warehouse Coordinator, including supporting professional development through regular supervision meetings and production of work and development plans.
* Liaise with the Warehouse Coordinator to monitor operational efficiency and health and safety ensuring compliance with statutory requirements and good practice.
* Support the Warehouse Coordinator to ensure effective time-tabling and deployment of warehouse/van volunteers and to ensure warehouse volunteers are trained to undertake responsibilities in the warehouse and to meet the relevant legal requirements.
* Management of 110 volunteers with approx. 75 additional volunteers who assist at collections only.
1. **Volunteer Coordination**
* Take overall responsibility for the management of volunteer team leads and volunteers in the Foodbank office, distribution points, collections and food store.
* Recruitment of volunteers to include interviews, reference checks, disclosure checks as required and obtaining signed confidentiality agreements.
* Ensure that all volunteers work within the boundaries of the confidentiality agreement.
* Recruit and support volunteer team leads.
* Identify training requirements for volunteer team leads and volunteers.
* Manage the volunteer timetable to ensure best use of volunteers.
* Develop and ensure adherence to policies and procedures including safeguarding.
1. **Client Support**
* Be present at distribution points and liaise with volunteer team leads to monitor operational standards.
* Provide a welcoming and non-judgemental environment for all our service users.
* Signpost to partner organisations where possible to address underlying issues.
* Maintain awareness of the benefits system, changes to it and the impact of these changes on the Foodbank’s operating model.
1. **Community Engagement**
* Organise foodbank representation at community events.
* Support fundraising and community outreach activities.
* Organise regular food collection campaigns.
* Regular use of social media to ensure awareness of the Foodbank remains high amongst the local community.
* Ensure positive communication with the media promoting the Foodbank services.
1. **Administration**
* Ensure compliance with Health & Safety, Trading Standards and Environmental regulations for both the warehouse building and distribution centres including risk assessments and first aider arrangements as appropriate.
* Contribute to the production of reports for the regular Board Meetings and as required by the Board and funders.
* Ensure Fire Safety Logs are updated, and regular call-point test and fire drills are carried out.
* Ensure Accident and Incident Reporting & Recording is carried out effectively.

**4. Person Specification**

**Essential:**

* Strong organisational and time management skills.
* Experience of supervising staff or volunteers.
* Strong interpersonal and relationship building skills.
* Excellent written and verbal communication skills.
* Ability to work collaboratively in a team and with diverse groups.
* Ability to work independently and unsupervised.
* Strong IT skills (Microsoft Office/Google Suite).
* UK Driving licence and access to a car.
* Ability to multi-task, prioritise workloads and meet deadlines under pressure.
* Non-judgemental in approach, uphold and protect the dignity of all service users.
* Passionate about the work of the Foodbank and helping tackle poverty in Renfrewshire.

**Desirable:**

* Experience in the charity/voluntary sector.
* Knowledge of safeguarding and data protection principles.
* Awareness of issues surrounding poverty and food insecurity.
* Knowledge of the benefits system.
* Knowledge of promotional work such as marketing and social media.