

**JOB DESCRIPTION
Job Title:** Foodbank Project Manager

**Location:** Harrow Foodbank Centre, Unit F2, Phoenix Business Centre, Rosslyn Crescent, Harrow HA1 2SP

**Responsible to**:  The Project Manager will be employed by the Harrow Foodbank Trustees, supervised and managed by the Chair of Trustees

**Purpose and objectives:**

To manage the Harrow Foodbank, a project in the London Borough of Harrow, affiliated to the Trussell Trust network

**Main responsibilities:**

To manage the project in the following ways working with identified team coordinators and the other volunteers in cooperation with the Trustees.

1. Ensure the ongoing work of the project through liaising with:

* •  current donors including churches, schools, individuals;
* •  current voucher partners;
* •  statutory and voluntary agencies
* •  foodbank projects in other areas

2. Secure funding for the project and the post (approx 10 hours per week)

3. Overseeing the day to day management of the Foodbank processes, including

* •  the warehouse,
* •  distribution centres
* •  administration
* •  financial reporting
* •  partnerships
* •  voucher system

4. Line manage and train volunteers to support best delivery of the project.

5. Preserve, develop and articulate the Christian basis of the project recognising its multi faith context.

6. Develop the project by nurturing relationships with:

* partner agencies and organisations;
foodbank distribution sites;
* the churches to which the distribution sites are attached
* resources such as storage facilities

7. Ensure regular monitoring and reports are submitted to the Trustees

8. To ensure that Foodbank policies, such as Health and Safety, are observed at all times

9. Any other duties, or tasks, including those specified by the Board of Trustees, which may reasonably be regarded as within the nature of the post, subject to the proviso that normally any changes of a permanent nature shall be incorporated in to the job description in specific terms.

**TERMS AND CONDITIONS**

**Normal working hours:** 30-37.5 hours per week as agreed upon appointment. This includes some agreed fixed core hours based in the office; other hours to be flexible including the possibility of some weekend and evening hours occasionally.

**Salary:** 25K per annum pro rata
**Annual leave:** 28 days (including 8 days public holidays) pro rata

All reasonable expenses will be reimbursed. Mileage will be reimbursed at the current mileage rate.

Appointment will be subject to a satisfactory enhanced DBS disclosure and references.

Appointment will be subject to the satisfactory completion of a probationary period, initially of 3 months. Notice period of 4 weeks.

Registered Charity Number: 1154292