

Role: Foodbank Manager

Where: 76 Church Street, Tewkesbury GL20 5RX ; with some flexibility for hybrid working

Time: Typically 15 hours per week – e.g. four mornings (or some afternoons)

Remuneration: £12,036 per annum

Overview of the role:

Tewkesbury Foodbank is a registered charity and a member of the Trussell network. We provide emergency food and advice to people in crisis in and around Tewkesbury. Last year we provided 3500 food parcels plus fresh food and fuel vouchers to 800 adults and 400 children. We're looking for someone who's passionate about helping those most in need, who can lead our amazing team of volunteers into the next chapter, who is self-motivated and organised and can apply their skills and experience to direct activity across the Foodbank – all in support of our critical mission to end food poverty.

You will be responsible for leading the Management Team and supervising the overall operation of the Foodbank to achieve the goals in our Strategic Plan. Spearheading our communications and fundraising activity, you will build relations with individual and corporate donors and with key stakeholders such as Trussell, Citizen's Advice and the Borough Council. To ensure the Foodbank operates sustainably you will manage and monitor the annual budget and the monthly service to our clients, reporting regularly to the Trustees. Working with the Centre and Warehouse Managers you will oversee relations with our 40 volunteers and the daily operations of the Foodbank, also ensuring we comply with statutory standards and Trussell policies.

The preferred candidate will have proven management experience of the order of running teams of 10 or more people and budgets in excess of £100,000. You should also have experience of managing relations with third party organisations and working in an organisational context with volunteers. You should show ability to think strategically about the future and have excellent communication and teamworking skills. You will have IT skills and be confident to analyse and report data in Excel spreadsheets. Supportive of the Christian ethos of our Foodbank, you will most of all have empathy for people from disadvantaged backgrounds and facing financial hardship.

To apply please send:

- An up-to-date CV as a PDF document
- A supporting statement. Please submit a PDF document (maximum two pages) that outlines your interest in the role, and your fit against the requirements set out above.
- The names and contact details of two referees

Please email the above to chair@tewkesbury.foodbank.org.uk

Closing date is 9am on Monday 8th September.