



## Ribble Valley Foodbank Deputy Project Manager

### Job Description and Person Specification

The Trustees of Ribble Valley Gateway Trust are seeking to appoint a well organised and reliable assistant, to support the management and coordination of the Ribble Valley Foodbank projects.

We would like to appoint an assistant manager who:

- is passionate about alleviating poverty,
- is compassionate, tactful, reflective and conscientious,
- is motivated and able to show initiative,
- is a confident user of email and social media applications,
- has excellent communication and interpersonal skills.

#### JOB DESCRIPTION

**Responsible to:** The Project Manager.

**Responsible for:** Supporting the management and coordination of the Foodbank projects.

**Salary:** £11,648 per annum

**Part-time:** 16 hours per week, some fixed hours and some by agreement with the Project Manager to reflect the developing needs of the Foodbank Projects.

**Temporary:** 1-year fixed contract with a view to extension dependent on funding.

**Overall responsibility of the job:** To support the operation of Ribble Valley Foodbank projects with concern for its operational efficiency and standards in accordance with the Trussell Trust franchise model.

#### **Specific responsibilities:**

##### *Trussell Trust compliance*

- Comply with the terms of the foodbank franchise, including standard operating procedures.

##### *Communications*

- Maintain a foodbank phone and email account.
- Be one of two points of contact for enquiries, responding on behalf of the foodbank, working with the Project Manager.

##### *Foodbank centre(s) & Volunteers*

- Visit the foodbank centre(s) on a regular basis.
- Liaise with foodbank Team Leaders to monitor operational standards.

### *Food store*

- Visit the warehouse on a regular basis.
- Liaise with the Warehouse Coordinator to monitor operational efficiency.
- Support the Warehouse Coordinator to monitor Health and Safety, ensuring compliance with statutory requirements and good practice.

### *Food supplies*

- Liaise with the (volunteer) warehouse manager to monitor stocks levels, issuing appeals as necessary.

### *Data*

- Be familiar with the on-line data system, monitoring the key data indicators.
- Support data volunteers to ensure regular and accurate data of stock and vouchers.
- Extract data for reports to the steering group or trustees.

### *Quality Assurance*

- Monitor the views of stakeholders.
- Be part of the annual Quality Assurance visit from The Trussell Trust.

## **PERSON SPECIFICATION**

### **Experience:**

- Experience of managing people.
- Experience of working or volunteering in an organisation that deploys volunteers.
- Experience of working with different agencies.

### **Key Skills:**

- Ability to support the management and monitoring of the development of a project.
- Good oral communication.
- Confident user of email, document and spreadsheet applications, and internet.
- Understand the culture of training to support and develop themselves and others.
- Ability to reflect and support change in response to need.
- Ability to work independently and unsupervised.
- Numerate and comfortable interpreting statistical data.
- Empathy and ability to work with people from disadvantaged, marginalised, or socially excluded backgrounds.

### **Other Requirements**

- Driver with clean licence.

### **Training provided includes:**

Induction training.

Safeguarding.

H&S, Environmental Health & Manual Handling as appropriate.

Children and adults with care and support needs.

Food Hygiene as required.

This is one of 3 part time posts currently advertised and candidates are welcome to apply for more than one post.

Closing date: 12 Noon Monday 11 September 2023. Interview Date TBC and taken place by the end of September 2023.

Website: [www.ribblevalley.foodbank.org.uk](http://www.ribblevalley.foodbank.org.uk)

An application form and an opportunity to visit one of the sites and ask questions about the role are available by request from: [manager@ribblevalley.foodbank.org.uk](mailto:manager@ribblevalley.foodbank.org.uk).

Completed application forms to be returned via email to: [manager@ribblevalley.foodbank.org.uk](mailto:manager@ribblevalley.foodbank.org.uk)