

Job Description	
Job Title	Assistant Project Manager, Manchester Central Foodbank
Location	Manchester Universities' Catholic Chaplaincy
Responsible to	Project Manager You will be lined managed by, and report regularly to the Project Manager. You will also report to the Chair of Trustees.
Contractual Status	Part time, 12 hours per week (flexible days/hours*)
Salary	£8.25 per hour
Role Summary	You will support the work of a busy Trussell Trust affiliated Foodbank based in Central Manchester. As Assistant Project Manager, you will be expected to support the Project Manager to run weekly foodbank sessions at which clients referred from local front-line agencies receive a 3-day emergency food parcel. In addition to this, you will support on administrative duties, fundraising activities, volunteer recruitment and external corporate and charity relationship building.
Key responsibilities, Tasks and Activities	<ul style="list-style-type: none"> - Supporting Foodbank sessions and acting as session lead when needed - Supporting the Project Manager in recruiting, inducting and supervising a team of volunteers. - Helping to co-ordinate fundraising events and develop new sources of sustainable income. - Writing and editing content for grant applications, management of financial administration and budget on successful projects, and completing all monitoring and reporting forms. - Supporting the Project Manager in logistical management of Foodbank stock, both in on-site and off-site warehouses. - Representing and promoting the work of the foodbank at public events. - Communicating the work of the foodbank to external partners through online communication and public presentations. - Developing and maintaining strong partnerships with external agencies and corporate donors, to ensure the ongoing provision of food and monetary donations - Managing the Fundraising email inbox. Responding to general queries and escalating complex queries to Project Manager as required. - Answering queries about Manchester Central Foodbank by email, telephone and face-to-face.
Experience/Knowledge/Skills	<p>Essential</p> <ul style="list-style-type: none"> - Clear understanding, strong belief and enthusiasm for the Trussell Trust's mission and vision - Experience of working or volunteering in a charitable capacity - Experience of effectively using Microsoft office, particularly Outlook, Word and Excel - Ability to work effectively in a small team - Ability to produce high quality written reports and fundraising applications <p>Desirable</p> <ul style="list-style-type: none"> - Experience of fundraising and meeting fundraising targets - Experience of managing social media accounts (Facebook, Twitter) - Working or volunteering in a faith or multi-faith setting - Ability to manage own workload and manage multiple priorities and deadlines effectively - Confident public speaking manner - A full, clean driving license

Personal Attributes	<ul style="list-style-type: none">- Ability to build positive relationships with both staff, volunteers and clients- Empathy and ability to work with people from disadvantaged, marginalised or socially excluded backgrounds- Passionate about social justice and tackling food poverty- A flexible, confident and hands-on approach
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*The Foodbank sessions run on Tuesdays, Wednesdays and Fridays from 10am – 12pm. Although the hours for this role are flexible, there will be an expectation that you can provide pre-arranged cover for these sessions in the absence of the Project Manager.