

Assistant Project Manager - Job Description

Location	335-337 Oxford Road, Manchester, M13 9PG 93 Church Lane, Harpurhey, Manchester M9 5BG
Responsible to	You will be line managed by, and report regularly to the Project Manager. You will also report to the Chair of Trustees.
Contractual Status	Full time (35 hours per week)
Salary	£10 per hour
Role Summary	You will assist the Project Manager in running a busy, growing food bank across multiple different sites in Manchester.
Key responsibilities, Tasks and Activities	<ul style="list-style-type: none"> - Acting as client-facing session lead at least once per week; speaking to clients, managing a small team of volunteers, providing food parcels and handling sensitive information. - The management of a team of approximately 50 volunteers, including the recruitment and training of new volunteers, scheduling of rotas and management of our online system, Assemble. - Assist the Project manager in developing the financial sustainability of Manchester Central Foodbank, in order that it can continue to cover the ongoing costs of running two foodbank centres. This includes coordinating fundraising events and writing content for grant applications, and managing financial administration and reports for successful fundraising projects. - Responding to emails and telephone calls. - Representing and promoting the work of the foodbank at public events. - Communicating the work of the foodbank to external partners through social media, online communications, and public presentations.
Skills and experience	<p>Essential</p> <ul style="list-style-type: none"> - Clear understanding of and strong belief and enthusiasm for the Trussell Trust's mission and vision. - Experience of working or volunteering in a charitable capacity. - Ability to work effectively as a part of a small, ambitious, and fast paced team. - Ability to manage own workload and manage multiple priorities and deadlines effectively. - Full UK driving licence. - Experience in managing volunteers. <p>Desirable</p> <ul style="list-style-type: none"> - Experience of fundraising and meeting fundraising targets. - Working or volunteering in a faith or multi-faith setting. - Experience of working or volunteering with service users. - Experience of effectively using Google Drive. - Confident public speaking manner. - A good understanding of food provision services in Manchester. - Ability to produce high quality written reports. - Ability to speak conversationally in additional languages. Particularly desirable are Arabic, Urdu, and/or Romanian.
Personal Attributes	<ul style="list-style-type: none"> - Excellent personal organisation skills. - Empathy and confidence when working with people who are experiencing financial and/or personal hardship - Passionate about social justice and tackling food poverty. - A readiness to be hands-on and adaptable in changeable circumstances.

