

Job Description

Assistant Campaigns Manager

Hours: 35 hours per week depending on the candidate, flexi work applies.

Starting salary: £14.33 per hour. This equates to £26,080 pro rata (based on a 35 hour week).

Contract type: Fixed term to 31st March 2025, subject to a 3 month probationary period. Generous annual leave allowance.

Secondments: We would be willing to discuss this role working as a secondment from an existing paid role in another organisation if that were a possibility for a named applicant. In this case we would require contact pre-application from the current employing/host organisation to discuss potential arrangements.

Application Deadline: 11.59pm, Sunday 27th October 2024.

Interviews: Interviews will be held in Central Manchester on 31st October 2024.

Start date: As soon as possible following interview.

Responsible to: Campaigns Manager, overseen by the Board of Trustees.

Locations: This role will require a mix of home working, office working and travel around Central Manchester. Work related travel (excluding commuting) will be reimbursed. The main locations are:

- St Peters House, Oxford Road, Manchester, M13 9GH (current office base)
- Trinity Methodist Church, 7 Ridgway St, Manchester M40 7FZ (future office base)
- Brunswick Parish Church, Brunswick St, Manchester M13 9SX
- Harpurhey Neighbourhood Project, Conran St, Harpurhey, Manchester M9 5PR
- Ashton Old Rd, Openshaw, Manchester M11 1HF

At Manchester Central Foodbank we recognise that key to our mission to support our neighbours experiencing financial crisis must be a wider aim to reduce the need for food banks.

We are working towards this goal through providing additional support and advice services, building stronger anti-poverty support structures and relationships in our community, and changing minds, practices, and policies at neighbourhood, local, regional, and national level.

This role comes in the final stage of a three-year anti-poverty campaigns project, funded by The Trussell Trust, and offers an opportunity for the post holder to effect considerable impact through engaging in analysis and evaluation for publication and lobbying purposes with research and policy partners such as local authority, NHS, schools, and universities.

The post holder will also take a lead on events bringing sector partners together to build new partnerships and share the findings of pilot work conducted by Manchester Central Foodbank and a range of partner organisations across the city, as well as engaging and convening local VCSE groups and residents.

Finally, the post holder will conduct detailed research and planning around new support offers for people using Manchester Central Foodbank and, following presentation to management and trustees will lead pilot work to deliver this support in foodbank sessions.

Key Responsibilities

The role includes some evening and weekend working (with appropriate notice) and some travel throughout (Greater) Manchester on a regular basis.

The successful applicant will:

Conduct research-quality evaluation briefings of pilot work conducted by the Equal Start Network and partners.

Work directly with people using the foodbank to provide support and signposting.

Research, plan, and execute pilot projects of new support offers for people using the foodbank.

Lead planning and management of public-facing events for residents and community members and partner organisations from the VCSE, statutory, and research sectors.

Coordinate with journalists and other media partners and Parliamentary and local authority representatives to create spaces for and include the voice of frontline workers, residents, and service users in lobbying and policy-writing.

Manage or co-manage funded budgets and reallocation applications and processes.

Write regular reports on campaigns activities to the board of trustees.

Represent the organisation and provide cover for the Campaign Manager at campaigns, external, and partnership meetings and fora.

Maintain, update, and develop robust and detailed reporting on the impact of support services, virtual and paper-based links to applications, and training and awareness-raising activities.

Work as part of a team with other staff and volunteers, supporting with cover and additional tasks where necessary.

Person Specification

In your application, please provide examples of previous volunteering or work experience that demonstrate how you meet the following requirements:

Essential Skills & Experience

- Excellent project management skills, able to balance a range of priorities.
- Successful previous experience of event planning and management.
- Excellent communication skills - including working in person one-to-one and in small and medium groups, using email, phone, social media, and online meetings.
- Experience of providing advice, support, or guidance in a community, charity, health, care, or similar setting (this could be through leading, supporting, or mentoring individuals and groups or more formal service delivery).
- Experience of working with or managing volunteers.
- Experience of research-quality evaluation, analysis, and report-writing using qualitative and quantitative datasets.
- Experience of effectively using email, word processing, and spreadsheet software.
- Proven ability to work independently in an effective and efficient manner.
- Ability to work effectively in a small team.
- Experience of leading, organising, and co-ordinating community projects or groups.

Desirable Skills & Experience

- Experience of successful publication or coverage of research and evaluation in policy, research, or media outlets.
- Experience of devising and managing budgets.
- Experience of working in a foodbank, directly supporting people using the service.

Essential Behaviours and competencies

- The ability to communicate and work with people with a range of backgrounds, views, and interests and build ongoing relationships and trust.
- Integrity and honesty.
- Demonstrate a commitment to the values of Manchester Central Foodbank and the Trussell Trust.
- 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.

Equity & Diversity in Recruitment

At Manchester Central Foodbank, we recognise the barriers to employment within the charity and community sector faced by many groups of people and the value that diverse experiences and backgrounds bring to our clients, community members and organisation.

As part of our commitment to diversity and equality of opportunity we actively encourage applications from under-represented groups such as parents or carers who are re-entering work after a career break, people who are LGBT+, from diverse ethnic or racial backgrounds, with a disability, impairment, learning difference or long-term condition, with caring responsibilities, from different nations and regions, as well as any other under-represented group in our workforce.

We also recognise the importance of understanding that those with lived experience of poverty can offer our clients and organisation, and are therefore actively encouraging applications with people who identify with this group.

We would like to fully understand you as a person, not just your skills and experience. If you feel comfortable to do so, **please indicate within your "Application Statement"** if you consider yourself to be a member of one of the above, or any other, under-represented groups.

How to Apply

To apply for this job, please send an email entitled "Assistant Campaigns Manager Application" to: suzy@manchestercentral.foodbank.org.uk

Please attach two separate documents to the email in .doc or .pdf format:

1. An up to date CV outlining the **volunteering employment, or personal experience, education and training** you have that is relevant to this role. Particularly please outline the **relevant tasks and responsibilities** you undertook in previous roles and the **skills and experience built/demonstrated**.
2. A written "Application Statement", of no more than 2 A4 pages, font size 12, explaining **why you are interested in this role**, how your **personal values and passion aligns with the objectives of our projects and organisation**, and how your **previous experience and training** demonstrates the "Essential" and "Desirable" skills and "Behaviours and Competencies" listed above.

The deadline for receipt of emails is **11.59pm, Sunday 27th October**