

Job Description

Assistant Project Manager

Post Commencement Date

26th August 2019

Application Deadline

1st August, 2019, 5pm

To apply, please send an up-to-date CV and a covering letter outlining how your experience, skills, and attributes meet the requirements outlined below to: admin@manchestercentral.foodbank.org.uk

Please also address any enquiries about the post to this address.

Interviews are scheduled to be held on the 8th & 9th August, 2019. Please notify us on application if you are unavailable for these dates.

Location

Manchester Universities Catholic Chaplaincy, Avila House, 335-7 Oxford Road, Manchester

Responsible to

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*). Occasionally you will be required to work weekends and evenings. 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.

Salary

£9 per hour

Role Summary

You will support the work of a busy Trussell Trust-affiliated Foodbank based in Central Manchester.

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.

You will undertake a new research project into community food provision, community spaces, and support and referral agencies in under-provisioned parts of Manchester.

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

- Supporting Foodbank sessions and acting as session lead when needed, which means being familiar with the system by which we distribute food parcels, and safely supervising a team of volunteers.

- Undertaking research projects, involving independent working and regular reporting to the Project Manager and Trustees.
- Developing sources of income, by coordinating fundraising events, writing content for grant applications, and managing financial administration and reports for successful fundraising projects.
- 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 social media, online communications, and public presentations.
- Managing the Fundraising email inbox. Responding to general queries by email, telephone, and face-to-face, and escalating complex queries to Project Manager as required.

Experience

Essential

- Clear understanding, strong belief and enthusiasm for the Trussell Trust's mission and vision.
- Experience of working or volunteering in a relevant 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.
- Experience in researching and managing projects, both alone and as part of a group.

Desirable

- 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

- 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.