

Job Description

Local Organiser (2 positions available)

35 hours per week

Starting salary: £20,555

Contract type: Fixed term to 31st December 2024

Application Deadline: 09:00 Wednesday 2nd February

Interviews: Interviews will be held, Covid-permitting, in person in Central Manchester on Thursday 3rd and Friday 4th February 2022.

Start date: Successful candidates will begin twice-weekly training sessions from Wednesday 2nd March.

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

Locations: This role will require a mix of home working, office working around Central Manchester, and travel to food bank centres, community organisations, and event venues across Greater Manchester. Work related travel (excluding commuting) will be reimbursed.

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 in our community, and changing minds, practices, and policies at neighbourhood, local, regional, and national level.

To do this we must place the participation and voices of the community members who we support at the centre of our mission to build an anti-poverty community. We are therefore looking to recruit two Local Organisers in new roles that will combine frontline service provision with community organising and the facilitation of diverse groups to co-design and deliver campaigns that will change minds and change policies, practices, and services in Manchester.

Each Local Organiser will contribute to the development and delivery of one or more of our three major campaign strands:

Can You Hear Me Now? - a creative and testimonial campaign co-designed with people using foodbanks to create new conversations around foodbank use, learn about and campaign on specific issues impacting our participants, and provide creative wellbeing and enrichment opportunities for our foodbank users and the wider community

Greater Manchester Equal Start Network - a network of 10 schools working together on co-designed projects to co-locate advice services in schools, provide additional provision of food, uniforms, and other support, to implement anti-stigma and cost of school day exercises to remove barriers to education, and deliver innovative co-designed projects to build community networks and resources.

Healthy Start Voucher Uptake Campaign - across Greater Manchester 30-40% of people eligible do not currently receive this child benefit. We are leading a community-based campaign supported by the NHS, Manchester City Council and the Mayor of Greater Manchester to ensure everyone eligible is aware of, and supported to apply for, this scheme. Essential to the campaign will be the organising of community volunteer teams and co-design of campaigns with people receiving the vouchers.

Key Responsibilities

Half of the role (17.5 hours per week) will be campaigns-focused and the other half of the role will be operations-focused.

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

Campaigns

- Recruitment of volunteers and participants.
- Facilitation of regular discussion and activity groups and one-to-one conversations.
- Maintaining regular contact and building strong relationships with participants and partner organisations.
- Organising events, including liaising and planning with creative and community partner groups, venues, providing materials, facilitating travel, providing refreshments, etc.
- Identifying in collaboration with participants and partners areas for lobbying and campaigning for change.
- Building relationships and developing partnership working with referral agencies, community and charity groups, schools, NHS, local authorities, and other institutions.
- Regular and coordinated communication via social media and other channels about the progress of campaigns.

Operations

- Managing foodbank sessions on a regular basis.
- Working with the Project Manager to develop partnerships with those involved with the referrals process, to ensure agencies and individuals at every stage are providing holistic support, advice, and signposting.
- General administrative tasks related to a small, front-line charity.
- Coordinating deliveries, donations, and sorting of stock.

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 of organizing or leadership in community projects or campaigns.
- Experience of providing advice, support, or guidance in a community/charity setting (this could be through leading, supporting, or mentoring individuals and groups or more formal service delivery).
- Experience working with or managing volunteers.
- Good project management skills, able to balance a range of priorities.
- Good 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 effectively using email, word processing, and spreadsheet software.
- Ability to work effectively in a small team.

Desirable Skills

- A full, clean UK driving licence and willingness to drive a small van.
- Experience in volunteering or working in a food bank, pantry, or similar community distribution and advice setting.
- Experience of community work, youth work, community arts and crafts, or similar organising and mentoring of groups and individuals.

Behaviours and competencies

- After appropriate training, the ability to competently run a foodbank session, including managing volunteers, organising stock and packing, answering referral enquiries, providing support, advice, and signposting.
- The ability to communicate and work with people with a range of backgrounds, views, and interests and build ongoing relationships and trust.
- A person-focused approach to providing opportunities for participation and building skills and confidence.
- Demonstrate a commitment to the values of Manchester Central Foodbank and the Trussell Trust.

Equality & 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.

To enable us to recruit according to our values, **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 “Local Organiser Application” to: chair@manchestercentral.foodbank.org.uk

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

An up to date CV, of no more than 2 A4 pages, outlining the **volunteering, employment, or organising experience and 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**.

A written “Application Statement”, of no more than 2 A4 pages, 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 9.00AM GMT on 2nd February, 2022.