**Project Manager (Foodbank)**

**About Bridging the Gap (Manchester):**

Bridging the Gap was established in 2014 to address food poverty locally. Our Charitable Objectives are ‘the prevention or relief of poverty & the relief of those in need, hardship or distress…aimed at alleviating the social exclusion of those disadvantaged by their social and/or economic circumstances…’. As such, we support some of the most marginalised people within our localities, who are often experiencing multiple disadvantage. Our support ensures people have better access to food, a human fundamental right which many would struggle to satisfy without additional support.

**About the Project Manager Role:**

The project managers role is both challenging and rewarding. You will be responsible for the development of foodbank services, activities and events which alleviate food poverty and address social isolation. We are looking for a passionate, energetic, and driven individual who can self-manage.  This person will play an important role in helping to shape the structure and function of the organisation within the local communities we work alongside. The role will involve working in the Hulme, Moss Side, Whalley Range and Old Trafford areas of the city. You will be required to work closely with the board of Trustees, its staff and volunteers.

**Responsibilities:**

• **Promote Bridging the Gap (Manchester):** Carry out public relations activities to raise the profile of Bridging the Gap, its Foodbank services and More Than Food Projects.

• **Produce and Monitor promotional materials:** Produce and monitor promotional and fundraising materials alongside our social media team and board of Trustees.

• **Organise initiatives:** Create, plan, and organise initiatives, activities and events as agreed with the Board of Trustees.

• **Raise Donations:** Approach potential donors, maintain donor lists, and assist in the application for grants and other sources of funding. Organise food collections and liaise with the warehouse coordinator to monitor stock levels and operational efficiency of the warehouse.

• **Recruit volunteers:** Oversee the recruitment, administration and coordination of volunteers for various activities and events.

• **Establish & maintain relationships:** Liaise with external agencies, including voluntary sector organisations, the media, business contacts, trustees, and other stakeholders or clients.

• **Administration:** Carry out administrative tasks, such as quality assurance, managing budgets, gathering data, preparing reports, database management and clerical work.

• **Food Distribution Sessions:**Team lead food distribution sessions as and when required.

**Please note this is not an exhaustive list as other tasks may be negotiated to meet the growing demands of the service.**

**Required Qualities & Skills:**

• **Values:** Belief and commitment in the values and aims of Bridging the Gap (Manchester). Treating everyone with equal respect and dignity, Working safely and Following best practice guidelines when dealing with children, young people and vulnerable adults

• **Experience:** Ability to manage and monitor a project. Ability to organise others and systems to ensure timely production of reports and delivery of services. Experience of managing people.

• **Mentality:** Possess initiative, with a start-up mentality, and have a passion for making a positive impact in the alleviation of poverty and social isolation.

• **Self-management:** Ability to plan, organise and work under own initiative and to meet agreed deadlines by multitasking, prioritising and managing own workload

• **Knowledge:** Of various sectors, including Statutory, voluntary and not-for-profit sectors, and of marketing & PR methods.

• **Communication skills:** Be able to build successful relationships through written, oral, and interpersonal methods.

• **Administration & management skills:** Ability to carry out administrative tasks, such as managing budgets, monitoring and evaluation of activities/events, gathering data, preparing reports, database management and possess financial and numerical skills.

• **Creativity & flexibility:** Be able to learn quickly, problem solve and adapt as Bridging the Gap (Manchester) goes through various stages of growth and development.

**Salary & Conditions:**

* This is a fixed term contract until March 2021 with potential to extend. Start date negotiable, but no later than 6 April 2020
* The salary is £14 per hour which equates to a salary of £13,104 pro rata.
* Normal working hours: 18 hours per week. Flexibility is required as some evening and weekend work may be involved.
* Holiday entitlements.
* Appointment will be subject to satisfactory references.
* Appointment is subject to the satisfactory completion of a three month’s probationary period, which may be extended by a further three months if required.
* Accountable to Line Manager and the Board of Trustees.

**Application Process:**

Applications to be submitted via CV and covering letter, Covering letter should highlight your relevant strengths, skills, experience and motivation for the job. To be emailed to recruitment@manchestersouthcentral.foodbank.org.uk

**Application closes at midday on Thursday 19 March 2020**

**Interviews to take place on afternoon of 26 march 2020**