

## Stratford upon Avon Foodbank Strategic Project Manager

### JOB DESCRIPTION

<b>Job Title:</b>	Strategic Project Delivery Manager
<b>Direct Responsible to:</b>	Trustee Board
<b>Direct Liaison with:</b>	Project and Strategy Trustee Leads and Key Lead Coordinators
<b>Time Commitment</b>	This is a paid part-time role, possibly 3 days/week
<b>Salary</b>	<b>£ 20,000 pa</b>

#### Job Context

Stratford upon Avon Foodbank is an independent charity helping people in crisis in Stratford Town and the surrounding areas. We do this by providing emergency food parcels, essential toiletries, and household goods to clients referred to us by partner agencies. We provide 'signposting' information to help clients improve their situation. The Foodbank is part of the Trussell Trust's network of 400+ foodbanks, and benefits from operational guidance provided by the Trust. We provide an average 350 food parcels a month. Our Foodbank is situated at the multi-agency Fred Winter Centre in the town centre.

**Overall responsibility of the job:** to provide management oversight, support and guidance to the key lead Coordinators in the positions of Projects, Comms and Fundraising and to work in close partnership Lead Trustees. Whilst it is useful to be able to provide 'hands on' support, this is predominantly a management position, where you will need to motivate and organize the work of your team. You will be required to set objectives and monitor performance against these goals.

This is a **paid, part-time** home based role, although attendance at meetings may be required as well as some travel to the Fred Winter Centre and other locations may be required.

#### Areas of Responsibility

- To manage the activities of our foodbank through the volunteer lead coordinators working in the areas of Strategy, Project delivery and Marketing as well as in close partnership with Lead Trustees
- To ensure that the activities of your team meet our strategic goals and are run efficiently and to a high standard and in accordance with our mission statement and values
- To provide guidance and leadership to the Lead Coordinators and their teams. Whilst it is envisaged that these Lead Coordinators will be given decision making responsibilities, it remains key that oversight of performance and delivery is maintained.
- To set objectives for your team members and to monitor performance against them.
- Provide reports to the Board detailing achievements against objectives and highlighting issues or opportunities that may need addressing.
- Liaise with other areas of the Foodbank as appropriate
- Will need to ensure that all materials, resources, reputation and partnerships are maintained.
- There may be some budget responsibility, as required.
- Any other tasks

- You will be given set objectives by your Trustee Line Manager and be required to attend regular review meetings with Lead Trustees
- You will receive an annual appraisal

## **PERSON SPECIFICATION**

### **Skills and Abilities**

- Would suit new or existing foodbank volunteers
- A team player with a collaborative approach and excellent interpersonal and management skills
- Ability to work flexibly
- Ability to prioritise activities and multi-task
- Excellent computer skills. Comfortable with word, excel, Gmail, power point, etc
- Access to own computer, printer, phone – all expenses covered by the foodbank
- Meticulous eye for detail
- An empathy for the work of the FB
- A time commitment of 3 days per week although this may vary and is flexible (although attendance at set meetings may be required)
  
- You will be given set objectives by your Trustee Line manager and be required to attend regular liaison meetings with Lead Trustees
- You will receive an annual appraisal

### **IMPORTANT NOTES**

This job description reflects the hopes and intentions of the organisation and is not intended to be contractually binding on either party, or to form a contract of employment.