

Job Title	Foodbank Deputy Manager	Salary Grading	Deputy Manager	Status	Permanent
Reports to	South and East Bristol Foodbank Manager	Occupational Requirement	Active Christian Faith	Work pattern	Part-time 28 hours / week
Job purpose	To enable the mission of Jesus Christ through the provision of Trussell Trust Foodbank outlets at locations across East and South Bristol. To enable the efficient operation of the Foodbank system and individual outlets inclusive of 'More Than Food' initiatives as they are developed and integrated. To connect with other wider food provision agencies in East Bristol and connect with communities. To participate in the Pathfinder foodbank initiative and develop strategies within East and South Bristol.				
Key Responsibilities		Experiences and Qualifications		Job Dimension	
<p>Foodbank Outlet Management</p> <ul style="list-style-type: none"> ○ Development of standardised services at Foodbank outlets according to inHope and Trussell Trust policies. ○ Management of some outlet sessions to provide cover for when volunteer outlet team leaders are not available. ○ Ensure all food is collected in, sorted within the warehouse and distributed to the outlets ahead of opening times. ○ Management and running of supermarket collections and fundraising events. ○ Developing sustainable local food provision alongside local foodbank managers for their outlets. ○ Connecting and liaison with stakeholders including schools, businesses, supermarkets, referrers, signposting agencies etc. ○ Recruitment, induction, training and support of volunteers in all areas of the Foodbank; liaising with the Volunteer Manager. ○ Maintain accurate and up-to-date Foodbank and client engagement records. ○ Carry out other Foodbank administrative duties as required. ○ Support and participate in the development of 'More Than Food' ancillary services in East Bristol. ○ Create and revise policy and practice documents as required. ○ Be risk aware; working in compliance with the Foodbank Handbook, local (outlet) and inHope policies and procedures. ○ Develop Pathfinder foodbank initiative with East and South Bristol Foodbanks, inHope staff and Trustees. ○ Run Eat Well Spend Less Cookery courses and link with Food Clubs. ○ Develop Warehousing and Distribution services. <p>General Duties</p> <ul style="list-style-type: none"> ○ To deputize for the Foodbank Manager and the Foodbank Deputy Manager - South Bristol where agreed. ○ Christian pastoral care for colleagues within inHope. ○ To support other inHope activities as appropriate. 		<p>Person Statement</p> <p>An organised person with a track record of serving others through their practical management skills and leadership of effective teams. A person with the ability to think creatively and adapt within known frameworks. Has a sense of call to serve the Foodbank client group.</p> <p>Key Skills, Experiences and Qualities</p> <p>Essential</p> <ul style="list-style-type: none"> ● Maths and English to GCSE Grade C or equivalent and completed their secondary education. ● Experience of working effectively in a challenging, high demand and multitasking environment. ● Awareness of the vulnerability of the client group and experience of how services can support their needs. ● Excellent interpersonal skills, clear communicator and listener with individuals or groups of people who may be clients or volunteers. ● Efficient and accurate administrative skills, record keeping and project management. ● Ability to plan and prioritize your own workload effectively; working on your own or as part of a team. ● Experienced in the use of Windows based IT tools and running of online meetings ● Full Driving License. ● Physically well with capability to manually handle crates and other containers of food in accordance with policy. <p>Desirable</p> <ul style="list-style-type: none"> ● Experience in organising events / managing volunteers. ● Position of responsibility within a church. ● Manual Handling, Health and Safety, 1st Aid trained. ● Experience of empowering others and connecting/ collaborating with other agencies. 		<p>Team</p> <p>The South and East Bristol Foodbank team are generally located at the various Foodbank outlets but have their base at inHope's offices. The team are fully integrated within the wider inHope team. An informal team exists both with each Foodbank outlet and across the different outlets.</p> <p>Key Relationships</p> <ul style="list-style-type: none"> ● To appropriately support the South and East Bristol Foodbank Manager in their role. ● Line managed by the South and East Bristol Foodbank Manager, with regular review meetings to communicate on progress against planned objectives. ● To share responsibility with the South and East Bristol Foodbank Manager for line managing and developing positive working relationships with volunteers and volunteer team leaders. ● Work cooperatively with the Foodbank Deputy Manager – South Bristol. ● To help oversee secondees and other workers. ● To work in partnership with the inHope Volunteer Manager and also with the Fundraising and Communications team regarding South and East Bristol Foodbank. ● To establish and develop effective working relationships with external partners and agencies. ● A fully participative member of the staff team attending staff meetings, prayer and worship times and training activities, as your work pattern allows. ● To positively engage with appropriate external training. ● To build good and supportive working relationships with the whole staff team. 	