**Role**:Assistant Manager

**Hours: 16 hours per week (over 3 days- Mon, Wed, Fri)**

**20,661 Per annum Pro-rota £8,934**

**Start date September 2020**

**Overview of the role:** This role involves overseeing the day to day running of the food bank, managing of volunteers, ensuring compliance with policies and procedures and identifying potential improvements. You will report to the Food bank Project Manager and Board of Trustees.

**Key tasks**

* Supervise and motivate a team of volunteers
* Support excellent communication between the food bank and food bank centres, referral agencies, donors and foodbank users.
* Uphold safeguarding, health and safety and hygiene policies, reporting any concerns to your manager/trustees
* Ensure food bank policies and procedures are followed
* Enter all required information from redeemed vouchers and warehouse stock forms onto the on-line data collection system on a weekly basis
* Create a welcoming, caring and friendly atmosphere for volunteers and people coming to the centre
* Organise and offer prayer for customers and staff where desired. Develop and coordinate a prayer support team.

**About you**

* Strong team player
* Excellent organisation skills
* Established project management skills
* Self-motivated and able to carry out responsibilities with minimum supervision
* Strong communicator
* Confident recording, handling and analysing data
* Confident IT user
* Passionate about supporting those in food poverty

**Impact of your role**

* Helping to drive efficiencies in the running of the food bank
* Protecting the future of the food bank
* Developing the reach of the food bank

**How to apply**

Complete application form and send a CV to [steve@notdull.org](mailto:steve@notdull.org)

For informal discussion about the role call 07984 174629

**Closing Date: Midday Friday 14 August 2020**