



## Strategic Manager

### Affordable Food Stoke

#### ABOUT US

Our goal is to provide relief for those in financial hardship and disadvantage by offering support to help feed themselves and their families.

We support communities in Stoke-on-Trent and its surrounding areas.

Some of our services include providing essential toiletries, a social supermarket, emergency food parcels, and Friday dining, where we offer warm meals at an affordable price.

We are excited to announce that we seek a new Strategic Manager to help take our award-winning charity forward.

**Responsible for:** Strategic Development of Affordable Food Stoke

**Responsible to:** Chair of Trustees of Affordable Food Stoke

**Location:** Affordable Food Stoke, 77-81 Meaford Drive, Blurton, ST3 2BB (plus occasional travel to other locations to represent the charity)

**Contract:** Fixed-term post, until 31/03/2026 (could be extended subject to funding); 6-month initial probationary period

**Full-time:** 35 hours per week (including occasional out-of-hours work)

**Salary:** £35,000-£42,000 (dependent upon level of skills and experience)

**Annual Leave Entitlement:** 20 days plus Bank Holidays

**Job Purpose:** To manage and strategically develop Affordable Food Stoke

**Job Context:** Affordable Food Stoke is a local charity based in Stoke-on-Trent. We aim to reduce food waste in the city and feed those in need.

***We collect, save, and use surplus food that would have otherwise been thrown away or wasted to feed our community!***

We work tirelessly to ensure that everyone who needs to use our charity can do so in the easiest way possible to help meet their needs.

We secured charitable status in 2021, and our charity registration number is 1194677. Some of our services include a food bank, daily free food, a social supermarket, a community cafe, a warm space/lounge, and Friday dining.

**Person Specification:**

**Key Skills/Knowledge Essential:**

- Previous experience in managing and developing a similar organisation.
- Act as an ambassador for Affordable Food Stoke by representing the organisation at events and networking to build new strategic relationships.
- Self-motivated and with the ability to work independently with minimum supervision.
- Provide support and information to the Board of Trustees, to enable them to fulfil their roles and legal responsibilities.
- Seek to ensure that appropriate financial reports are recorded and submitted to the Charity Commission and other entities as required.
- Experience in using electronic financial systems, i.e. Xero, QuickBook.
- Manage fundraising campaigns with partner organisations and individual giving.
- Seek to provide high-quality support to existing donors by means including the preparation of regular reports and updates.
- Excellent organisational and interpersonal skills.
- Ability to communicate effectively both in formal and informal settings.
- Empathy and an ability to work with a diverse range of people inclusively and proactively.
- Ability to lead, motivate, train and support staff.
- An ability to record/collate information and interpret statistical data.
- Experience in marketing and promotion of a charity or similar organisation.
- Have a Full UK Driving Licence and access to a vehicle.
- Willing to work unsociable hours and at weekends to help meet the needs of the charity.
- Willing to undergo an enhanced DBS Check.

**Desirable:**

- Compiling funding applications and securing large figure sums.
- Experience in recruitment/training of volunteers.
- Experience working in the voluntary sector and with public sector agencies.

**Personal Attributes - Essential:**

- Passionate about tackling poverty, deprivation and injustice and wanting to actively contribute to helping those in need or who are marginalised within our community.
- A non-judgmental and positive attitude towards people who are in need.
- Willing to take on other duties which may be reasonably regarded as falling within the nature of the post and as requested by the Trustees.

**How to apply:**

Submit your CV with a covering letter of no more than two A4 pages describing how you meet the role's requirements and the criteria outlined in the person specification.

Include in your covering letter the names, positions, organisations, email, and telephone contact numbers of two referees, one of whom should be your current/most recent employer.

References will only be sought once your express permission has been granted.

Please send your CV and covering letter to:

afs.stoke2024@gmail.com

**Deadline for applications:**

Monday 3<sup>rd</sup> February 2025 at 5.00pm.