



Maynard House
New Smithfield Market
Manchester, M11 2WJ
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December 2024

Re: Food Allocations Coordinator

Thank you for your interest in the above vacancy. I've attached a job description and an application form. Please visit our websites for more information about the important work we do: [EMERGE](#) and [FareShare GM](#).

Our Food Allocations Coordinator will play a key role at FareShare GM (FSGM), taking responsibility for the smooth running of our Allocations office, and supervising staff and volunteers in the distribution of surplus food to our Community Food Members.

Please review the job description and complete the application form. In the "Statement in Support of Your Application" you should outline how your previous experience matches the Main Responsibilities of the role, as well as the essential and/or desirable qualities outlined in the person specification.

You may enclose a C.V. if you want to, however, be aware that this will not serve as an alternative to completing our application form. Please email completed forms to recruitment@emergemanchester.co.uk by noon **on Monday 20th January 2025**. Interviews are expected to be arranged to take place no earlier than week commencing 27th January.

If you have any queries about the job or the application process, do not hesitate to contact me on 07713 157314 or by email (see above). We look forward to hearing from you.

Yours sincerely,

Sandy Middleton

Sandy Middleton
HR Manager

