



JOB PACK

Regional Manager

#WeAreFoodCycle

www.foodcycle.org.uk

FoodCycle is an equal opportunities employer.



ABOUT FOODCYCLE

FoodCycle has been nourishing communities with food and conversation for 15 years. Every week, thousands of volunteers across the country transform surplus food into healthy, nutritious meals for anyone that would like them, no questions asked. Each community meal offers a safe, warm space to enjoy a free cooked meal and company, which helps guests save on food and electricity bills.

At a FoodCycle community meal you'll see people from all backgrounds and walks of life, coming together. From low-income families, the elderly, refugees and those that may be homeless. Everyone is welcome at FoodCycle. By bringing people together in this way, FoodCycle is tackling hunger, loneliness, improving mental wellbeing, strengthening community spirit as well as promoting sustainable diets.

OUR AIMS



Connect communities

Help strengthen and build resilient communities by bringing people together to share healthy, delicious meals.



Support mental health and wellbeing

Enhance the health and mental wellbeing of all by creating welcoming spaces for people from all backgrounds and walks of life to have conversations together.



Nourish the hungry

Improve nutrition and reduce hunger by cooking healthy meals for those in need, leading to improved food knowledge and changes in behaviour.



Promote sustainability

Change attitudes to food and society's impact on the environment by cooking with surplus ingredients.



Inspire change

Share the virtues of our community dining model and the voices of our guests to gain greater support and speed our expansion, enabling us to help more people and more communities.

A MESSAGE FROM THE CEO



Welcome - we're delighted to see that you're interested in joining FoodCycle. People are at the heart of everything we do from our volunteers, guests, supporters, organisations and of course our dedicated staff team.

Now in our 15th year of operation I'm sad to say that our meals are needed more than ever. 4.2 million children in the UK are growing up in poverty, 76% of our guests worry that their financial position will get worse and loneliness and lack of nutrition in diets is having a negative impact on both physical and mental health.

We know that community dining acts as a social anchor for many and has huge benefits to our guest's physical and mental wellbeing. We're on a mission to bring our community meals to as many towns and cities as we can and we need amazing people like you, to help us get there.

If you care about people, have a taste for nutritious food, and really want to make a difference to people, communities and the planet, then we think you'd fit right in!

Sophie

2023 IN NUMBERS

127,587 COMMUNITY MEALS* SERVED

83 LOCAL COMMUNITIES SUPPORTED

239 TONNES OF SURPLUS FOOD SAVED

5,849 VOLUNTEERS DONATED
133,295 HOURS OF THEIR TIME

214,461 HOURS SPENT ENGAGING WITH OUR GUESTS**

92% OF FOODCYCLE GUESTS SAID THAT COMING TO A FOODCYCLE MEAL MAKES THEM FEEL HAPPIER

*A community meal is a two or three course meal cooked and served by FoodCycle volunteers and eaten by our community of guests and volunteers.

**total contact time through Community Meals, takeaway service or Check-in and Chat calls

FoodCycle is a company limited by guarantee (number 7101349) and a registered charity in England and Wales (number 1134423).

East Midlands Regional Manager

About the role

Position Title: Regional Manager – East Midlands

Reports to: Area Manager

Hours: Full time

Pay: £28,000

Location: Home based with frequent travel to projects in Hucknall, Broxtowe-Aspley, Sutton-in-Ashfield, Mansfield and soon to be opening in Leicester in 2024.

Contract: Permanent

Position Summary

As Regional Manager you will represent, manage and co-ordinate FoodCycle meals for your allocated regional Projects. Our Projects are spaces where volunteers are empowered to run their own community meals using surplus food. You will manage local relationships with venues, community partners, supermarkets and volunteer recruitment channels to enable this to happen. You will continually be looking to increase our impact by working towards targets of increased meals served to our guests, expanding our existing Projects and setting up new ones within East Midlands. An excellent communicator, you will manage the volunteers at each Project ensuring they are trained, supported and on-message with FoodCycle strategy, ensuring that volunteers are confident enough to self-organise and make a success of their Projects.

Roles and Responsibilities

1. Volunteer management and recruitment – directly manage and support allocated regional FoodCycle Projects with full teams of Project leaders who are trained and empowered to run their local projects
2. Expansion and setting up of new Projects within the region
3. Monitoring and evaluation - with the Area Manager and Head of Programmes, ensure impact and outputs monitoring takes place across the programme
4. Training – support the Programmes team to develop and deliver training and resources for Projects (online and offline) and provide training at our Volunteer Conference.
5. Communications – working with the Communications team to manage volunteer communications within your region, including monthly content for newsletters, updating the website, social media and other channels. Be an advocate for FoodCycle at external meetings
6. Supermarkets and Independent store relationships – Develop supermarket and local store relationships at a community level
7. Venues – liaise and form relationships with venues to enable them to further support our work and keep costs and disruption to a minimum
8. Guests – ensure that all guest experiences are positive and continue guest outreach within the area to ensure as many people as possible can access our meals safely
9. Policies and Procedures – ensure you are fully familiar with all of FoodCycle’s policies and procedures, and that you encourage your volunteers and guests to be aware of policies and procedures that are relevant to them
10. Updating Salesforce – with relevant data regarding your projects including volunteers, surplus food suppliers, venue data, weekly project reports and key relationship management data
11. Support the rest of the Programmes team with ad hoc duties aligned with Food Cycle objectives

Person Specification

	Essential Criteria	Desirable Criteria
Proven Experience of	<ul style="list-style-type: none"> • Experience of programme planning, delivery and development including community led/owned programmes • Experience of working to targets and inspiring volunteers to work to targets • Monitoring and evaluating projects and reporting to external and internal stakeholders • Experience of recruiting and managing volunteers and managing programmes that support vulnerable beneficiaries • Experience of building relationships with a range of stakeholders – other charities, local authorities, funders and local champions and enhancing shared community assets • Experience of devising and delivering volunteer training sessions, especially in volunteer management and teambuilding 	<ul style="list-style-type: none"> • Volunteer Management Qualification • Managing budgets, experience of working with finance systems and supporting volunteers to use finance systems • Experience of health and safety, risk assessment and risk management. • Experience of working with child protection and vulnerable adults and following safeguarding policies • Experience in hospitality or food businesses • Experience working from home or in the field
Skills, knowledge, ability	<ul style="list-style-type: none"> • To think and plan strategically • Able to network effectively, identify new opportunities for project openings and bring them into fruition • Strong team leader and team worker • Excellent written and verbal communication skills • Ability to work with CRMs and databases. • Good organizer – ability to manage multiple Projects and build teams with a wide variety of people • Has a full driving license and access to a vehicle for work purposes 	<ul style="list-style-type: none"> • Expertise in food sustainability, food poverty and/or social isolation issues • Knowledge of Salesforce • Knowledge of health and safety, risk assessment and risk management. • Knowledge of keen importance of nutrition especially with plant based diets and or adults and children at risk

<p>Personal Attributes</p>	<ul style="list-style-type: none"> • Personable and warm • Self-Starter • Strong communicator and good listener • Results orientated • Live in East Midlands, with willingness to travel within the region for the role • Willing and able to work evenings and weekends 	
<p>Values</p>	<ul style="list-style-type: none"> • Honest and trustworthy • Commitment to FoodCycle's charitable objectives and ethics • Open • Balanced and fair • Passion for food and cooking 	

Working at FoodCycle

Holidays: 26.5 working days (this includes 3.5 days for the Christmas close-down). Plus additional holiday for length of service, up to a maximum of 30 days.

Pension: Staff are automatically enrolled after three months into our pension scheme unless you choose to opt out.

Flexible working: We encourage flexible working and allow staff to manage their own schedules. Some roles will require occasional evening and weekend working.

Health Care: Allows staff to claim money back on healthcare bills and includes access to telephone counselling and online GP appointments.

Wellbeing Hour: Staff are encouraged to one hour per week (on top of their regular break time) to use for their personal wellbeing. This could involve taking a walk, going to the gym or having a longer lunch break.

Training: We believe in the development of our staff - we are committed to providing relevant training and development opportunities to all staff.

Equipment: Whilst working with FoodCycle you will be provided with a work mobile and laptop.

Equal Opportunities: FoodCycle is an equal opportunity employer and welcomes applications from individuals of all backgrounds. We are committed to creating an inclusive and diverse workplace where everyone feels valued and respected.

London Head Office: For those that live within commutable distance of Vauxhall, we have a Head Office where you can choose to work from.

Team away days and socials: With a workforce based all over the UK we have annual all team in-person, away day, team get-togethers, regional socials, virtual all team check-ins and informal on-line catch-ups – we've even started a virtual book club!

The role advertised is 'Regulated Activity' and as such is not exempt from the Rehabilitation of Offenders Act 1974 . Successful candidates will be subject to an enhanced DBS disclosure check.

Applying for this role

What to send: A note stating how you meet our person specification and a CV, via our vacancy website.

Shortlisted candidates will need to complete a 30 minute task prior to being invited to interview.

Safeguarding statement

Safeguarding is everyone's business – FoodCycle is committed to safeguarding and promoting the welfare / wellbeing of children, young people and adults at risk. It expects all staff and volunteers to share this commitment