

## JOB DESCRIPTION

### GLoucester Foodbank Director

Gloucester Foodbank is looking for a full time (35 hours a week) Director to facilitate and develop the work of the Foodbank in and around Gloucester.

Location: office based at Gloucester Foodbank, 107 Great Western Road, Gloucester, GL1 3NF

Position Type: Full-Time (35 hours per week)

Salary: This is based on the NJC scale SO1SCP 23. (The is currently £33,366)

Job Summary: The Director will oversee the planning, execution, and evaluation of the Foodbank's initiatives and projects, as well as having the overall responsibility for the Foodbank's operations, as well as the staff and volunteers. This role requires strong leadership skills, strategic thinking, and the ability to work collaboratively with diverse stakeholders, including paid staff, volunteers, community organisations, and local businesses. The ideal candidate will be passionate about food security and community support.

**Responsible / reporting to:** Board of Trustees/Directors. Direct report – chair of trustees

#### Key Responsibilities:

##### 1. Project Planning and Management:

- Develop and implement project plans, including timelines, budgets, and resource allocation. Envisage workable strategies so that the Foodbank can develop its work.
- Coordinate and oversee the execution of Foodbank projects, ensuring adherence to objectives and deadlines.
- Monitor project progress and prepare regular status reports for the board of trustees and other stakeholder groups.
- Support and supervise all paid staff.
- Take the lead to ensure compliance with the charity's statutory obligations and internal policies, including areas such as Human Resources, GDPR, safeguarding, risk management. To recommend/report necessary changes to the board of trustees, and then to implement agreed action points.

- Manage Partnership contracts. Ensure new partnerships are developed in association with the community and business development manager, this includes regional and local governmental departments and councillors, other voluntary groups and business contacts etc.
- Be the main contact with Trussell.

## **2. Strategic Planning and Implementation:**

- Contribute to the development and implementation of Gloucester Foodbank's strategic plan.
- Gain experience in developing and implementing organisational strategy, contributing directly to Gloucester Foodbank's future direction.
- Conduct research and analysis to identify new opportunities for growth and development.
- Monitor and evaluate the effectiveness of business development activities.
- To keep up to date with the external agenda of policy, funding, and other changes, including political, that impact on our work and disseminate throughout the organisation when required.

## **3. Stakeholder Engagement:**

- Build and maintain relationships with community partners, donors, and volunteers within our catchment area.
- Facilitate meetings and communication between stakeholders to ensure alignment and collaboration.
- Act as the primary point of contact for project-related inquiries.
- Work strategically to develop Hubs in relevant areas of Gloucester, where demand of our support is considered to be the greatest.
- Develop working relations with churches and schools to ensure a close engagement with local communities.

## **4. Volunteer Co-ordination:**

- Help staff to recruit, train, and manage volunteers for various projects and initiatives.

- Ensure that volunteer schedules are created and that adequate support for Foodbank operations is available at all times.

#### **5. Budget Management:**

- Assist in the development of project budgets and ensure financial accountability.
- Work with the treasurer and the finance team to monitor income and expenditure performance against budget and prepare financial reports as needed.
- Ensure the Financial Inclusion project continues and that adequate on-going funding is secured.
- Ensure that fundraising initiatives are enacted, monitored and evaluated to ensure the required/agreed level of return has been achieved.

#### **6. Evaluation and Reporting:**

- Assess the impact of projects and initiatives through data collection and analysis.
- Prepare reports and presentations to share outcomes and insights with stakeholders.

#### **7. Compliance and Best Practice:**

- Ensure all projects comply with relevant regulations and organisational policies.
- Stay informed about best practices in Foodbank operations and community support.

#### **8. General duties and tasks:**

- Be largely self-servicing.
- Meet or exceed agreed income targets.
- Provide regular reports on performance against targets, prospect pipeline and discussions with potential funders.
- Work within the policies, procedures and budgets set by the Board of Trustees.
- Act at all times in the best interests of Gloucester Foodbank.
- Prepare for, and attend, regular supervisions, and an annual appraisal.
- Work with the chair of trustees to identify their own training needs and undertake such training.
- Carry out other duties as may from time to time be reasonably required.

**Qualifications:**

- Proven experience in project management, preferably in a nonprofit or community-focused setting.
- Strong leadership and interpersonal skills, with the ability to motivate and inspire others.
- Excellent organisational and time management abilities.
- Proficiency in Microsoft Office Suite and project management software.
- Understanding of food security issues and a passion for community service.
- Ability to drive strategic thinking, including what the role of the foodbank should be in relation to the wider community
- Clean driving licence and available vehicle to travel around the community

**What We Offer:**

- A supportive and collaborative work environment.
- Opportunities for professional development and training.
- The chance to make a meaningful impact in the local community.

**Application Process:** Interested candidates should submit their CV and a covering letter detailing their relevant experience and motivation for applying to [chair@gloucester.foodbank.org.uk](mailto:chair@gloucester.foodbank.org.uk). Applications will be accepted until 9am on the 17<sup>th</sup> February 2025.

This job description aims to outline the primary duties of the role but is not exhaustive. The role may require additional responsibilities as needed to support the Foodbank's evolving mission and goals.

The successful candidate will be required to undertake the necessary DBS checks.

Join us in our mission to support individuals and families in need within our community!