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**Job Description  
Project Manager  
Ascension Community Trust**

<b>HOURS:</b>	15 Hours per Week
<b>SALARY:</b>	£17.06. an hour
<b>DAYS:</b>	Wednesday and Thursday
<b>LOCATION:</b>	Ascension Church Centre, Baxter Road, E16 3HJ
<b>RESPONSIBLE TO:</b>	Chief Executive Officer
<b>RESPONSIBLE FOR:</b>	Foodbank staff and volunteers, advice service staff and volunteers.

**MAIN AIMS OF THE POST:**

To manage the poverty response work of Ascension Community Trust, including its foodbank. To provide high level strategic work, including liaising with donors, referral partners and other local foodbanks. To support new partners into Newham District Foodbank. To liaise with the Trussell Trust on the new strategic plans and processes for the foodbank, to support the aim to end the need for foodbanks.

To secure grant income for the work of Newham District Foodbank and work in partnership with local organisations on grant funding. To recruit, manage and develop staff and volunteers you are responsible for.

**BACKGROUND:**

Ascension Community Trust started a foodbank in March 2020. On 9th June 2021 our foodbank officially became part of the Trussell Trust network, its name is Newham District Foodbank. Trussell Trust is an organisation that supports a nationwide network of food banks, providing emergency food and support to people facing poverty. The organisation also campaigns to end the need for foodbanks in the UK. Being part of the Trussell Trust network means we will follow their carefully thought-out systems and procedures, which includes a specific referral system.

We were named Newham District Foodbank, because our plan is to expand to more than one distribution centre to ensure that people across the whole of Newham are well supported. As part of the strategy, we have already secured funding from Trussell Trust to have debt and benefit advisors supporting each new distribution centre.

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## **DUTIES AND RESPONSIBILITIES:**

### **Work with the Strategic Officer to:**

1. Create a strategic report for Newham District Foodbank, its overall aims and how it intends to achieve them, in partnership with the new trustees.
2. Create a marketing and communications strategy, with reference to the fundraising strategy.
3. Report to Trussell Trust on the impact of the strategic resources grant and any other grant funders on projects completed within the timescale.
4. Recruit central hub paid staff and volunteers.

### **Strategic Responsibilities:**

5. Liaise with Ascension on the GLA funded Newham Advice Partnership, which provides access to specialist advice for specific foodbanks in Newham.
6. Work with new distribution centres to support them to follow the systems, policies, and procedures of Newham District Foodbank and Trussell Trust, including training existing staff and volunteers in e-referral and the assemble volunteer management system.
7. Recruit new referral agencies in partnership with distribution centres and their existing contacts.
8. Liaise with new and existing donors to the organisation in partnership with distribution centres.
9. Recruit and train new volunteers in partnership with distribution centres and Trussell Trust.
10. Support the opening of the new distribution centres.
11. Secure income for required central hub paid staff in line with the new fundraising strategy.

### **Foodbank Management:**

12. Ensure effective day to day running of the foodbank.
13. Recruit, manage and support the development of staff and volunteers.
14. Liaise with volunteers and beneficiaries to evaluate and improve the foodbank.
15. Stock procurement and management, including managing donations.
16. Participate in Newham Food Alliance Meetings and working group meetings.
17. Participate in Trussell Trust meetings and liaise with Trussell Trust Staff.
18. Ensure paperwork including risk assessments and legal requirements are kept accurate and up to date.
19. Secure funding required for the continuation of Ascension's foodbank distribution centre and monitor & report on the work to funders.
20. Report on the work of the foodbank to trustees and in team meetings.

### **Advice Service Support:**

21. To liaise with the Advice Service Manager, staff, volunteers, and beneficiaries to evaluate and contribute to improving the advice service.
22. Liaise with the Trussell Trust financial inclusion manager on the development of financial inclusion work at Newham District Foodbank.

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23. Report on the work of the foodbank to trustees and in team meetings.

**Personal and Professional Development**

24. To take part in training and development activities as identified in discussion with the manager and to take responsibility for continuous personal training and professional development.
25. To attend and participate effectively in team meetings, supervision, and appraisals.

**Other Duties**

- To carry out any other duties as and when required.
- To be familiar with and comply with ACT's Health and Safety Policy. In the event of any immediate danger to take appropriate action to reduce the risk of physical danger to clients, volunteers, or staff and to bring these to the notice of the CEO and Trustees.
- To ensure that all staff and volunteers are aware of and adhere to health & safety standards.
- The post holder shall ensure that the duties of the post and those staff the post holder is responsible for are undertaken with due regard to ACT's Health and Safety Policy and to their personal responsibilities under the provisions of the Health and Safety at work Act 1974 and all other relevant subordinate legislation.
- It is the nature of the work of ACT that tasks and responsibilities are, in many circumstances, unpredictable and varied. All staffs are therefore expected to work in a flexible way when the occasion arises that tasks which are not specifically covered in their job description have to be undertaken as directed by the ACT Trustees.

**Equal Opportunities Statement**

Ascension Community Trust attaches considerable importance to the public relations aspect of its work. It is therefore essential to develop and maintain professional working relationships with members, parents, schools, colleagues, and other relevant professionals from partner organisations both statutory and voluntary/community. It has a strong commitment to achieving equality of opportunity in both services to the community and the employment of people and expects all employees and volunteers to promote its policies in their work. The equal opportunity policy applies to employment and advancement and all employees will be recruited, trained, and promoted on the basis of abilities, job requirement and fitness for that work. No applicant or employee should receive less favourable treatment on the ground of race, colour, nationality, ethnic or national origin, age, sex, sexuality, marital status, or disability, or be disadvantaged by requirements that cannot be shown to be justifiable.