



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 since 2009. 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.

I'm sad to say that our meals are needed more than ever, it is reported that 1 in 5 people in the UK are in poverty and last year alone we saw a 30% increase in people attending FoodCycle's community meals.

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 be the leaders in delivering and promoting the positive impact of community dining 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

2024 IN NUMBERS

162,991 COMMUNITY MEALS* SERVED

102 LOCAL COMMUNITIES SUPPORTED

320 TONNES OF SURPLUS FOOD SAVED

8,770 VOLUNTEERS DONATED
162,810 HOURS OF THEIR TIME

277,064 HOURS SPENT ENGAGING WITH OUR GUESTS

83% OF FOODCYCLE GUESTS SAID THAT COMING TO A FOODCYCLE MEAL MAKES THEM FEEL HAPPIER

AWARDS



Charity of the Year
Third Sector



Charity of the Year
Charity Times



Drummond Community Award
British Nutrition Foundation



Business Hero
Better Hospitality

*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.

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Regional Manager – South East

About the role

Position Title: Regional Manager - South East

Reports to: Area Manager – London and South East

Hours: 37.5 hours per week

Pay: £28,000 plus London Weighting (£2,600) dependent on location

Location: Remote with frequent travel to projects in Hampshire, Berkshire and London. This includes projects in Aylesbury, High Wycombe, Havant, Portsmouth, Southampton, Slough and Reading. You can also work from FoodCycle's office in Vauxhall, London

Contract: Permanent

Position Summary

If you love food and people, then this is the ideal job for you! We are FoodCycle, a multiple award-winning charity, with a vision to make food poverty, loneliness and food waste a thing of the past for every community.

In this role you will have the opportunity to manage and develop our community meals projects in your region. Our projects are spaces where volunteers are empowered to run their own community meals using surplus food. Our guests can look forward to a hearty weekly meal in their local community where they will make friends and feel well nourished.

You will manage recruit and train local volunteers to be empowered to run these projects. You will liaise with a network of charities, build local relationships and create the most incredible community meals in your area. You will also line manage a Project Support Officer working across London and the South East.

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.

You will live within Berkshire, Hampshire, Surrey, or London with easy access to these counties (South, West, or North West London). You will be willing and able to travel within the region, and to work some evenings and weekends.

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. Stepping in as Project Leader at Projects where cover is needed.
2. Line management of a Project Support Officer working across London and the South East
3. Deepening relationships with local partners in the community
4. Monitoring and evaluation - with the London and South East Area Manager and Head of Programmes, ensure impact and outputs monitoring takes place across the programme
5. Training – support the Programmes team to develop and deliver training and resources for Projects (online and offline) and provide training at our Volunteer Conference.
6. 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

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7. Supermarkets and Independent store relationships – Develop food surplus relationships at a community level
8. Venues – liaise and form relationships with project venues to enable them to further support our work and keep costs and disruption to a minimum
9. 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
10. Policies and Procedures – ensure you are fully familiar with all of FoodCycle’s policies and procedures, and that volunteers and guests are aware of and follow policies and procedures that are relevant to them
11. Updating Salesforce – with relevant data regarding your projects including volunteers, surplus food suppliers, venue data, weekly project reports and key relationship management data
12. Support the rest of the Programmes team with ad hoc duties aligned with Food Cycle objectives

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.

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.

Training

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

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!

Staff Benefits

- **Flexible working:** We encourage flexible working and allow staff to manage their own schedules. Some roles will require 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.

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.

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Safeguarding: The role advertised is 'Regulated Activity' and as such is exempt from the Rehabilitation of Offenders Act 1974, and any appointment will be subject to a satisfactory enhanced DBS disclosure check.

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.

Person Specification

	Essential Criteria	Desirable Criteria
Proven Experience of	<ul style="list-style-type: none"> • Experience of project planning, management, delivery and development including community led/owned projects • 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 • Experience of building relationships with a range of stakeholders – other charities, local authorities, funders and local champions and enhancing shared community assets 	<ul style="list-style-type: none"> • Volunteer Management Qualification • Experience of line management • Managing budgets, experience of working with finance systems and supporting volunteers to use finance systems • Experience of managing programmes that support vulnerable beneficiaries • 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 of devising and delivering volunteer training sessions, especially in volunteer management and teambuilding • Experience working from home or in the field
Skills, knowledge, ability	<ul style="list-style-type: none"> • Able to network effectively, identify new opportunities for project development and bring them into fruition • Strong team leader and team worker • Excellent written and verbal communication skills 	<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.

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	<ul style="list-style-type: none"> • Ability to work with CRMs and databases. • Good organizer – ability to manage multiple Projects and build teams with a wide variety of people • Ability to resolve challenges using a range of solutions • To think and plan strategically • If not a current driver, willingness to learn to drive, and be able to drive for work purposes, in the next 24 months 	<ul style="list-style-type: none"> • Knowledge of keen importance of nutrition especially with plant based diets and/or adults and children at risk • A full driving license and access to a vehicle for work purposes
Personal Attributes	<ul style="list-style-type: none"> • Personable, empathetic and warm • Self-Starter, results orientated • Strong communicator and good listener • Flexible and adaptable • Live within Berkshire, Hampshire, Surrey, or London with easy access to these counties (South, West, or North West London) • Willing and able to travel within the region • Willing and able to work evenings and weekends 	
Values	<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 	

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