



# JOB PACK

**Trusts and Foundations Officer**

#WeAreFoodCycle

[www.foodcycle.org.uk](http://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).

# Trusts and Foundations Officer

## ABOUT THE ROLE

**Position Title:** Trusts and Foundations Officer

**Reports to:** Senior Trusts and Foundations Manager

**Hours:** 37.5 hours per week (flexible working available)

**Pay:** £28,000-£30,000 per annum depending on experience

**Location:** Home-based with occasional travel to Vauxhall, London

**Contract:** Permanent

## POSITION SUMMARY

FoodCycle currently runs 93 projects across the UK providing nutritious meals and social connections for those at risk of food poverty and loneliness. We are seeking a candidate with ambitions to further their grant fundraising experience to join our small but highly successful Fundraising Team. You will have experience of securing funding, understand what it takes to write a compelling grant application and appreciate the importance of excellent stewardship. The successful candidate will work alongside our Senior Trusts and Foundations Manager to secure funding from a portfolio of regional trusts that can support our expanding network of community meal projects.

## ROLES AND RESPONSIBILITIES

1. Researching trusts and foundations that are good prospects for FoodCycle and recording this information on our Salesforce database
2. Writing timely, compelling applications to trusts and foundations, with a focus on securing grants up to £10,000, using internal and external information that will make the application a success
3. Working with the Finance Team and Senior Trusts and Foundations Manager to ensure an appropriate budget has been used for every application
4. Contributing to an agreed annual income target for trust income
5. Working with regional staff where necessary to gather Project information to inform proposals and reports
6. Submitting reports to trusts and foundations as agreed in the terms and conditions provided for each grant
7. Stewarding relationships with existing trusts and foundations with a view to securing repeat donations and long-term funding
8. Assessing which areas of FoodCycle's portfolio of Projects are in need of funding, whilst endeavoring to ensure that none of the Projects are double funded
9. Logging all aspects of an application from research, prospecting, submission, stewarding and reporting on Salesforce
10. Supporting the Senior Trusts and Foundations Manager and wider Fundraising Team as required

## PERSON SPECIFICATION

	Essential Criteria	Desirable Criteria
<b>Proven Experience</b>	<ul style="list-style-type: none"> <li>• Successful track record of securing funding</li> <li>• Stewarding relationships with trusts</li> <li>• Using a CRM system to detail key stages of an application</li> <li>• Using research to write a compelling case for funding</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working at a charity</li> </ul>
<b>Skills, knowledge, ability</b>	<ul style="list-style-type: none"> <li>• Excellent persuasive written and verbal communication skills</li> <li>• Ability to work with CRMs and databases</li> <li>• Excellent planning and time management skills with ability to manage multiple tasks simultaneously</li> <li>• Good people skills and ability to build relationships</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Salesforce</li> <li>• Awareness of issues relating to food poverty, social isolation and food sustainability</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Personable and warm</li> <li>• Always willing to help and support members of staff</li> <li>• Results orientated</li> <li>• Willingness to travel to Projects in the regions</li> </ul>	
<b>Values</b>	<ul style="list-style-type: none"> <li>• Honest and trustworthy</li> <li>• Commitment to FoodCycle's charitable objectives and ethics</li> </ul>	<ul style="list-style-type: none"> <li>• Passion for the environment</li> <li>• Passion for food and cooking</li> </ul>

## Working at FoodCycle

### 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 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.

## **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 written task prior to interview.**

**Inclusivity:** 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.

**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.