



**Stroud District Foodbank CIO
Assistant Foodbank Manager – Job Description**

Responsible to:	Foodbank Manager
Salary:	£22,500- £25,000 per annum FTE
Hours:	Part Time, 22.5 hours per week over 3 or 4 days as agreed with Foodbank Manager
Permanent/temporary:	Permanent with 6 month probation period
Line Management Responsibilities:	None

Overall responsibility of the job:

Supporting the Foodbank Manager in the operations of the food bank and managing the Public Relations and Communications of the food bank as it seeks to reduce hunger and poverty in the Stroud District.

PR/Communication

- Oversee the process of digital communication with supporters and third-party groups through the website and social media channels, liaising closely with the Foodbank Manager to ensure appropriate and timely communication.
- Edit a regular newsletter to Church Champions, supporters, and volunteers.
- Oversee the maintenance of the donor and fundraising database.
- Co-ordinate and undertake public talks and assemblies etc.

Volunteers

- Assist with the recruitment, induction, and training of volunteers.

General

- Deputise for the Foodbank Manager in their absence.
- Assist the Foodbank Manager and Treasurer with grant applications.
- Assist the Foodbank Manager with the PR and Communications Policy.
- Work in the warehouse during busy periods as required.
- Maintain a working IT infrastructure, including phone and email systems.
- Be responsible for day-to-day maintenance of the warehouse.
- Facilities management of the warehouse.
- Other tasks commensurate with the role as required.

Foodbank Operations

- Understand the administration of the Foodbank office and its setup.
- Receive Foodbank visitors and be the first point of contact for phone calls and face-to-face enquiries in the absence of the Foodbank Administrator.
- Provide holiday cover for the office when Project Administrator and Foodbank Manager are not present.



Requirements / key skills:

- Experience of working in a busy environment.
- Excellent computer literacy especially in using Publisher, Word, Outlook, Excel and PowerPoint.
- Experience in the maintenance of websites, social media feeds, Mail Chimp and customer relationship management.
- Interest and experience in maintaining an organisation through administration.
- Experience of working with volunteers.
- Confidence in meeting members of the public, managing phone calls and emails from unknown sources.
- Good writing skills.
- Driver with a clean licence.
- Numeracy.
- Ability to carry out public speaking.
- Ability to work alone and under own initiative when required.

Personal attributes

To fulfil this role, we will need someone who is willing to embrace our Christian values and uphold our desire to see poverty removed from our communities through community-centred action. They will need to have a can-do attitude and a desire to achieve results even when working in a busy environment

Training required

Induction

IT training if needed

Health & Safety, Environmental Health & Manual Handling as appropriate

Signposting

Food Hygiene

Stroud District Foodbank CIO is a charity founded on Christian principles. Not every member of the team is a Christian, but we all subscribe to the same values and hope that new team members will too. All applications are welcome, regardless of age, gender, ethnicity, faith or disability.