

Project Manager at Bridging the Gap/Manchester South Central Foodbank (Maternity Cover Contract)

About Bridging the Gap (Manchester):

Bridging the Gap was established in 2014 to address food poverty locally. Our vision is to work towards ending food poverty and social exclusion in our communities in Hulme, Moss Side, Whalley Range and North Trafford. We operate the Manchester South Central Foodbank, affiliated to the Trussell Trust, providing an emergency food provision to our communities. Beyond this, we aim to help people access the support needed to build resilience and live a life free from food poverty.

About the Project Manager Role:

The project manager's role is both challenging and rewarding. You will be responsible for the development and delivery of foodbank services, activities and events which alleviate food poverty and address social isolation. We are looking for a passionate, energetic, and driven individual who can self-manage. This varied role involves project planning, volunteer coordination, partnership development and fundraising. You will work closely with the board of Trustees, a part time Warehouse Coordinator, a part time warehouse assistant and a team of dedicated volunteers.

Responsibilities:

- **Oversee the operational management of the Manchester South Central Foodbank:** This includes managing referral agency partnerships, communications, and liaising closely with the Warehouse Coordinator to ensure the smooth operation of the food donations, storage and distribution.
- **Recruit and manage volunteers:** Oversee the recruitment, training, administration and coordination of volunteers for various activities and events.
- **Organise special projects:** Create, plan, and organise initiatives, activities and events such as School Holiday Programmes and Christmas activities.
- **Fundraising:** Raise funds through grant applications and developing corporate charity partnerships. Manage the charity's online giving platform and donor communications. Providing funder stewardship and completing reports as needed.
- **Promote Bridging the Gap (Manchester):** Oversee marketing and communications with the support of volunteers. Carry out public relations activities to raise the profile of Bridging the Gap, its Foodbank services and More Than Food Projects.
- **Establish & maintain relationships:** Liaise with external agencies, including voluntary sector organisations, the media, business contacts, trustees, and other stakeholders or clients.
- **Administration:** Carry out administrative tasks, such as quality assurance, managing budgets, gathering data, preparing reports, database management and clerical work.

Required Qualities & Skills:

- **Values:** Belief and commitment in the values and aims of Bridging the Gap (Manchester). Treating everyone with equal respect and dignity, Working safely and Following best practice guidelines when dealing with vulnerable children and adults
- **Mentality:** Possess initiative, with a start-up mentality, and have a passion for making a positive impact in the alleviation of poverty and social isolation. Ability to plan, organise and work under own initiative and to meet agreed deadlines by multitasking, prioritising and managing own workload
- **Knowledge:** Of the charity and statutory sectors, and in particular of the issues addressed by emergency food provision services.
- **Creativity & flexibility:** Be able to learn quickly, problem solve and adapt as Bridging the Gap (Manchester) goes through various stages of growth and development
- **Experience:** Ability to manage and monitor a project. Ability to organise others and systems to ensure timely production of reports and delivery of services. Experience of managing/coordinating people.
- **Skills:** Be able to build successful relationships through written, oral, and interpersonal methods. Ability to carry out administrative tasks, such as managing budgets, monitoring and evaluation of activities, and database management.

Salary & Conditions:

- This is a maternity cover contract until March 2022. Start date no later than 15th March 2021
- The salary is £14 per hour for 18 hours per week, which equates to an annual salary of £13,104 (£29,120 pro rata)
- Normal working hours: 18 hours per week to be worked across Monday, Wednesday or Friday. Flexibility is required as some evening and weekend work may be involved.
- Holiday entitlements. 25 days including bank holidays, pro rata.
- Appointment will be subject to satisfactory references.
- Appointment is subject to the satisfactory completion of a three month's probationary period, which may be extended by a further three months if required.
- Accountable to the Board of Trustees.

Application Process:

Applications to be submitted via CV and covering letter, Covering letter should highlight your relevant strengths, skills, experience and motivation for the job. To be emailed to recruitment@manchestersouthcentral.foodbank.org.uk

Application closes at midday on Friday 29 January 2021

Interviews to take place on W/C 15 February 2021