

ADMINISTRATION & FOODBANK MANAGER

Job Description

Purpose: To oversee the administration of Farnworth Baptist Church and the operation of Farnworth and Kearsley Foodbank to maintain its operational efficiency and standards in accordance with The Trussell Trust franchise model. In partnership with the steering group: guide the development of the foodbank project, including its material resources, financial assets, reputation, partnerships and volunteer body. It is a genuine occupational requirement that the person undertaking this role is a practicing Christian.

Location: The Well, Farnworth Baptist Church but travel across the Bolton Area will be required

Accountability: This post will be line managed by the Minister

Contract: This is a fixed term contract to cover maternity leave. The hours will be 25 hours per week.

Responsibilities:

1) To oversee the administration of Farnworth Baptist Church including:

- a. Recruitment, training, management and pastoral care of Administration volunteers
- b. Oversight of all administration functions including book-keeping and payroll
- c. Manage room bookings including diaries and invoicing
- d. Co-ordination of the management of other volunteers with team leaders

2) To manage the organisation of the Farnworth and Kearsley Foodbank, including but not exclusively:

- a. recruitment, training, management and pastoral care of Foodbank volunteers
- b. to provide specific support to the centre managers, team leaders and warehouse manager to maintain operational efficiency.
- c. recruitment, training and management of referral agencies, including evaluation
- d. Organise and act as Secretary to the Steering Committee of the Farnworth and Kearsley Foodbank
- e. Ensure compliance with the terms of the Trussell Trust franchise, including the standard operating procedures and manage the coordination between Farnworth and Kearsley Foodbank and the Trussell Trust
- f. Organise Food collections and liaise with the warehouse manager to monitor stock levels and operational efficiency of the warehouse



- g. To be the first point of contact for enquires regarding the foodbank and responding accordingly
 - h. Prepare and issue newsletters to maintain engagement of supporters and partners
 - i. To ensure the signposting function of the Food Bank operates to a high standard and is regularly reviewed for quality assurance.
 - j. Issue press releases as appropriate, and respond to local press enquiries
 - k. Undertake the annual Quality Assurance visit from The Trussell Trust
2. To work within the values and ethos of The Well, Farnworth Baptist Church
- a. Treating everyone with equal respect and dignity
 - b. Working safely
 - c. Following best practice guidelines when dealing with children, young people and vulnerable adults
 - d. Willingness to undertake any reasonable task as required by the line manager
 - e. Willingness to attend staff meetings and cooperate with other members of staff

Terms and Conditions of employment

1. This is a fixed term contract to cover maternity leave until 24 December 2019
2. The salary will £11.50 per hour
3. Appointment will be subject to a satisfactory enhanced safeguarding disclosure and satisfactory references
4. 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.
5. Normal working hours: 25 hours per week. Flexibility is required as some evening and weekend work may be involved.
6. 5 weeks annual leave per year (pro rata) plus Statutory Bank Holidays

PERSON SPECIFICATION

REQUIREMENTS	ESSENTIAL	DESIRABLE	HOW ASSESSED
Education	Good standard of education including written and spoken English	A' Levels or above	Application Form

	Numerate and comfortable interpreting statistical data		Application form
Experience	Ability to manage and monitor a project	Experience of working with a food bank	Application Form, interview
	Experience of managing people	Experience of working in the voluntary sector	Application Form, interview
	Ability to organise others and systems to ensure timely production of reports etc.	Experience of using accounts and payroll software	
	Experience of managing volunteers or considerable experience of volunteering in an organisation that deploys volunteers		Application Form, interview
Key Skills	Good oral communication		Presentation, interview
	Confident and proficient with IT and social media		Application, Interview
	Ability to work independently		Application, Interview
Personal Attributes	Practising Christian and able to lead and encourage prayers with volunteers and staff (Genuine Occupational Requirement)		Application, Interview
	Honesty and Integrity		Application, Interview, References
	Empathy and ability to work with people from disadvantaged,		Application, Interview



	marginalised, or socially excluded backgrounds		
	Passionate about tackling poverty		Application, Interview
	A sound understanding of, and experience of engagement with, Churches and Christians of different denominations		Application, Interview
	Car driver with a clean licence	Access to own vehicle	Application, Interview