East of England Regional Manager – 12-month contract



# About FoodCycle

FoodCycle is an award winning national charity delivering volunteer powered community Projects across England. We build communities in our Projects by combining surplus food, volunteers and spare kitchen space to create nutritious, three-course meals for the community. We currently have 41 Projects and open our doors every week to 1500 people.

As East of England Regional Manager you will support four fantastic projects and help develop a new project in the area.

**We have 4 main aims:**

* To strengthen communities
* To encourage friendships
* To improve nutrition and reduce hunger
* To change attitudes towards food and to reduce food waste

About the role

**Position Title:** East of England Regional Manager

**Contract:** Fixed term 12-month contract

**Reports to:** Head of Programmes / CEO

**Hours:** 37.5 hours per week

**Pay:** £22,000 – £25,000 pa depending on experience

**Location:** home-based with frequent travel to Peterborough, Cambridge, Norwich and Clacton

Position Summary

As Regional Manager you will represent, manage and co-ordinate FoodCycle for your allocated regional Projects. Our Projects are spaces where volunteers are empowered to run their own community meals using surplus food. You will manage local relationships with supermarkets, volunteer recruitment channels and venues to enable this to happen. You will continually be looking to increase our impact by working towards targets of increased meals served to our guests, expanding our existing Projects and setting up new ones within the area . 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.

Roles and Responsibilities

1. Volunteer Management and Recruitment – directly manage and support allocated regional FoodCycle Projects
2. Monitoring and evaluation - with the Head of Programmes, ensure impact and outputs monitoring takes place across the programme
3. Training – support the Projects team to develop training and resources for Projects (online and offline) and provide training at our Volunteer Conference in October.
4. Communications – 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
5. Supermarkets and Independent store relationships – Develop supermarket and local store relationships at a community level.
6. Venues – liaise and form relationships with venues to enable them to further support our work and keep costs and disruption to a minimum
7. Set up one new project in the East of England region.
8. Support the rest of the Projects team with ad hoc duties aligned with Food Cycle objectives

Working at FoodCycle

**Holidays:** 23 working days (along with additional Christmas Close down days)

**Pension:** There is a pension scheme available – new staff are automatically enrolled after three month unless you choose to opt out.

**Flexible working:** We love flexible working! You will be on a flexible working contract, which means that you get to plan your week

**Team working:** Although the role is remote,You will be one of five Regional Managers. We are a small but great team – super supportive and always willing to help each other out.

**Equipment:** Whilst working with FoodCycle you will be provided with a work mobile and laptop

Applying for this role

**What to send:** A CV of no more than two sides, and a covering note/letter of no more than two sides explaining why you are suitable for the role.

**Where to send it:** jobs@foodcycle.org.uk

**Deadline for your application:** 5 pm on Sunday 26th May 2019

**We will aim to get back to you by:** Monday 27th May 2019

**Interview dates:** Wednesday 29th May 2019

# FoodCycle is an equal opportunity employer and values diversity.

The role advertised is ‘Regulated Activity’ and as such is not exempt from the Rehabilitation of Offenders Act 1974 and that all potential applicants will be subject to an 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

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|  | **Essential Criteria** | **Desirable Criteria** |
| **Proven Experience of** | * Experience of programme planning, delivery and development including community led/owned programmes * 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 and managing programmes that support vulnerable beneficiaries * Experience of building relationships with a range of stakeholders – other charities, local authorities, funders and local champions and enhancing shared community assets * Experience of devising and delivering volunteer training sessions, especially in volunteer management and teambuilding | * Volunteer Management Qualification      * Managing budgets, experience of working with finance systems and supporting volunteers to use finance systems * 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 working from home or in the field |
| **Skills, knowledge, ability** | * To think and plan strategically * Able to network effectively, identify new opportunities for project openings and bring them into fruition * Strong team leader and team worker * Excellent written and verbal communication skills * Ability to work with CRMs and databases. * Good organizer – ability to manage multiple Projects and build teams with a wide variety of people | * Expertise in food sustainability, food poverty and/or social isolation issues * Knowledge of Salesforce * Knowledge of health and safety, risk assessment and risk management. * Knowledge of keen importance of nutrition especially with plant based diets and or adults and children at risk |
| **Personal Attributes** | * Personable and warm * Self-Starter * Strong communicator and good listener * Results orientated * Willingness to travel within the region for the role including team meetings in London * Willing and able to work evenings and weekends | * Has a full driving license |
| **Values** | * Honest and trustworthy * Commitment to FoodCycle’s charitable objectives and ethics * Open * Balanced and fair * Passion for food and cooking |  |