



JOB PACK

London Area Manager



#WeAreFoodCycle

www.foodcycle.org.uk

FoodCycle is an equal opportunities employer.

ABOUT FOODCYCLE

Week in, week out we nourish the hungry and lonely in our communities with delicious meals and great conversation, using food that would otherwise go to waste. Our Projects are run by thousands of skilled, trained and dedicated volunteers who create tasty meals to be shared by the local community. We believe that everyone has a right to good food and company without probing questions and FoodCycle welcomes people from all backgrounds and walks of life.

WE AIM TO:

- Connect communities
- Support mental health and wellbeing
- Nourish the hungry
- Promote sustainability
- Inspire change

WHY WE'RE NEEDED

UK families continue to go hungry...

Marcus Rashford's End Child Food Poverty Campaign states that 4.2 million UK children are in food poverty, with two in five not eligible for free school meals. Figures from the Social Market Foundation suggest that almost two million children in the UK went short of food this year, with some 16% of surveyed parents saying their children had to make do with smaller portions, skip meals or go a day without eating between March and September. A similar study from The Food Foundation focusing on four million adults living with children, reported 12% of parents skipped meals because they could not afford or access food. On that note, 80% of FoodCycle guests who attended with children told us they skip meals.

Destitution

A study on destitution in the UK from Joseph Rowntree Foundation found that more than a million UK households experienced destitution at some point in 2019, with one third (32%) of those households reported having no immediate source of income in the last month. While 78% of the population of destitute service users had incomes below the 'extremely low income' threshold – with at least 32% with no income at all and 74% with incomes of less than £70 a week.

Loneliness

An Office of National Statistics study revealed that 30.9% (7.4 million adults) said their wellbeing had been affected through feeling lonely in the past seven days, and one in twelve respondents surveyed between 28 October and 1 November described themselves as always or often lonely. Young people are particularly at risk - with 16 to 29-year-olds twice as likely as the over-70s to be experiencing loneliness in the pandemic. Before the pandemic, 75% of FoodCycle guests told us they were lonely.

Food waste is on the rise...

WRAP carried out two studies during lockdown: in April consumers reported a reduction in wasted food but in June surplus levels began to increase from 14% to 18% on bread, milk, potatoes and chicken. The most recent official figures covering pre-lockdown, published in January 2020, show that UK households waste 4.5m tonnes of usable food a year – enough food to easily fill 30 Royal Albert Halls and worth a total of £14bn.

2020 IN NUMBERS



**775,644 MEALS*
HANDED OUT**



**1.2 M MINUTES SPENT
NATTERING**

**359 TONNES OF SURPLUS
FOOD SAVED**



**5,900 NEW VOLUNTEERS
SIGNED UP**



**83% OF RECIPIENTS SAID THEY
ATE MORE FRUIT AND VEG**

**63% SAID THEY RELIED ON FOODCYCLE
AS THEY COULD NOT AFFORD FOOD**

*equivalent meals, based on the assumption of an average meal weighing 420g (FSA 2008)

FoodCycle is a company limited by guarantee (number 7101349) and a registered charity in England and Wales (number 1134423).



London and South East Area Manager (Maternity Cover)

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 42 Projects and open our doors every week to 1500 people. During Covid some projects changed model to deliver food to London's most vulnerable. We are currently working to re-open with our Cook and Collect service whilst Covid is still present. As London Area Manager, you will help develop a London-wide strategy, be integral in supporting fourteen existing Projects and have the opportunity to develop more in London.

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: London and South East Area Manager (Maternity Cover)

Reports to: Head of Programmes

Hours: 37.5 hours per week

Pay: £32,000 – £35,000 pa depending on experience (including London Weighting)

Location: London Head office, Local Projects and home based occasionally

Contract: Fixed Term - One Year

Position Summary

As London and South East Area Manager you will represent, manage and co-ordinate FoodCycle for your allocated regional Projects and partnerships (such as franchises and London food distributors Felix and City Harvest), as well as line manage the two London Regional Managers and London Support Project Officer to ensure that London's KPIs are met. Your role will also work with the Head of Programmes and CEO to roll out a London wide strategy to ensure we open Projects taking into consideration organisational aims and goals.

Our Projects are spaces where volunteers are empowered to run their own community meals using surplus food. You will oversee 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 London. 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.

This role is a maternity cover with a good handover period from the existing post holder. The contract is for 12 months. It is possible that responsibilities may change towards the end of the maternity cover period.

Roles and Responsibilities

1. Volunteer management and recruitment – directly manage 4 projects and line manage project support officer to ensure all regional FoodCycle Projects have full teams of Project leaders who are trained and empowered to run their local projects
2. Partnership Management – develop and deepen our relationships through excellent partnerships with all FoodCycle franchises, food suppliers in London (City Harvest and Felix) and London charity partners such as the Food Chain/Happy Baby
3. Support, develop and manage the two London Regional Managers to fulfil potential within their allocated projects and region including expansion.
4. Develop a London-wide strategy with a view to expanding and setting up new Projects within the region
5. Monitoring and evaluation - with the London Area Manager and Head of Programmes, ensure impact and outputs monitoring takes place across the programme
6. Training – support the Projects team to develop and deliver training and resources for Projects (online and offline) and provide training at our Volunteer Conference.
7. Communications – working with the Communications team to 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
8. Supermarkets and Independent store relationships – Develop store relationships at a community level.
9. Venues – liaise and form relationships with venues to enable them to further support our work and keep costs and disruption to a minimum
10. Guest – ensure that all guest experiences are positive and continue guest outreach within the area to ensure as many people as possible can access our meals safely
11. Policies and Procedures – ensure you are fully familiar with all of FoodCycle’s policies in procedures, and that you encourage your volunteers and guests to be aware of policies and procedures that are relevant to them
12. Updating Salesforce – with relevant data regarding your projects including volunteers, surplus food suppliers, venue data, weekly project reports and key relationship management data
13. 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)

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

Equal Opportunities: 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 successful candidates will be subject to an enhanced DBS disclosure check

Applying for this role

Apply here using this link: [London Area Manager Maternity Cover Apply](#)

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.

Deadline for your application:–Monday 28th June 2021

Following your application : if you are successful you will be sent an online competency test to complete before the interview.

Interview dates: Tuesday 6th July 2021

Start: Mid-August

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

	Essential Criteria	Desirable Criteria
Proven Experience of	<ul style="list-style-type: none">• 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• Successfully managed a line report• Experience of health and safety, risk assessment and risk management.• Experience of working with child protection and vulnerable adults and following safeguarding policies	<ul style="list-style-type: none">• Volunteer Management Qualification• Managing budgets, experience of working with finance systems and supporting volunteers to use finance systems• Experience working from home or in the field• Knowledge of London and South East community networks

	<ul style="list-style-type: none"> • Experience in hospitality or food businesses 	
Skills, knowledge, ability	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Personable and warm • Self-Starter • Strong communicator and good listener • Results orientated • Willingness to travel within the region for the role • Willing and able to work evenings and weekends 	<ul style="list-style-type: none"> • Has a full driving license
Values	<ul style="list-style-type: none"> • Honest and trustworthy • Commitment to FoodCycle's charitable objectives and ethics • Open • Balanced and fair • Passion for food and cooking 	