

- Job Title:** Foodbank Manager at Ashbourne Elim Church.
- Contract:** This is a 12-month fixed term contract. There is the possibility of a longer-term employment should additional funding be sourced
- Key Objective:** To ensure the smooth running of Ashbourne Foodbank, making sure that it continues to support local food poverty and insecurity within the town of Ashbourne and its surrounding villages.
- Responsible to:** Senior Pastor & church session
- Liaises with:** Ashbourne Elim Staff & Wider Leadership Team.
- Location:** Ashbourne Elim Church and surrounding areas

Job Context:

We as a church have seen the demand for foodbank support slowly rise in the last 10 years, since the foodbank was established. A significant increase has developed from March 2020, due to 'Covid 19' related issues, going from approximately 6-8 clients per week to 30-40 clients per week. This covers a range of single vulnerable individuals to families of 4-6 children. It is anticipated the quantity of clients will increase during 2021 and potentially into 2022 due to job losses and economic climate. We use a referral-based access qualification to receive foodbank parcels, but common sense and a Christian ethos lead our thinking and actions.

Job Responsibilities:

- To make sure that all those that are in need across Ashbourne and surround areas can access support through Ashbourne Foodbank
- To manage a large group of volunteers to ensure the collection, putting together and deliveries of weekly food parcels.
- To build relationships with families and individuals who require support
- Keep up to date records of the amount of people that we are supporting
- Liaising with agencies and other professionals to ensure that those who need support are helped in the right way
- To be aware of different projects that foodbank recipients can be signposted to
- Ensure that the people of Ashbourne are aware of this project and that they know how to access help if required
- To apply for and secure grants for continued running of foodbank, which includes securing grants for the foodbank manager salary
- To look at further support that can be offered to families
- Identify any potential issues (e.g., specific food shortages) and ensure that they are resolved
- To oversee the funds that are set for foodbank, ensuring that all monies are used efficiently
- To research other foodbanks and work out more effective and efficient ways of running Ashbourne Foodbank

Skills Required:

- Excellent communication skills to agencies, professionals and those that are receiving support
- Highly organised and able to priorities work load as the majority of the time you will be working independently of supervision.
- A good understanding of team management and working with volunteers
- Servant hearted and willingness to work hard, often behind the scenes.
- Exercise initiative and be self-motivated, work well under pressure and meet deadlines.
- Relatable character and able to adapt in situations.
- Good IT skills – proficient in Microsoft office and in emails.
- Ability to record and collate information effectively
- Basic understanding of how a foodbank and/or food project operates
- Able to make decisions under pressure
- A current UK driving licence and access to a vehicle is desirable

Working Requirements:

- 16 hours per week
- Currently split into Monday 9:00-13:00, Tuesday 13:00-17:00, Wednesday 9:00-14:00, Friday 9:00-12:00 (split of hours is negotiable)
- The foodbank manager will be paid the real living wage (currently £9.50p/hr).
- 5.6 working weeks annual leave

Ashbourne Foodbank is run by Ashbourne Elim Church and was founded upon Christian principles as we work to combat hunger and poverty in our local area. We would expect any member of staff team at Ashbourne Elim to be aware of and respect Elim's vision and values.



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