# JOB DESCRIPTION

**Job title: Director, East Lothian Foodbank**

**Salary range: £27,000 to £30,000 per annum**

**Location: East Lothian Foodbank, Civic Square, Tranent, EH33 1LH**

**Reporting to: Board of Trustees**

**Line manager: Named Trustee**

**Management reports: Operation Manager; Service Manager; Administration support; volunteers**

**Budget responsibility: Accountable for operational budgets and financial management**

**Hours: 35 hours per week (Core business hours Mon-Fri 10am to 4pm with some evening and weekend working)**

**Contract: Fixed term for 12 months in the first instance**

**Qualifications: Educated to degree standard or equivalent SVQ**

**Offer of employment contingent on Basic Disclosure from Disclosure Scotland**

**Full driving licence required**

# MAIN PURPOSE OF JOB

The East Lothian Foodbank Director will play a critical role in ensuring the long term sustainability and growth of our essential local services during challenging times and in the face of increasing demand. The post holder will work with the Board of Trustees to develop and implement a 3-year business plan for the organisation ensuring delivery of our strategic aims, including creative measures to help those experiencing food poverty and deprivation in East Lothian by supporting and encouraging self-help and support schemes, mobilising voluntary and community resources and accessing new sources of funding which can extend the reach, scope and scale of operation of the organisation.

Priorities will include securing income from fundraising and grant income for our core crisis service and developing and resourcing ‘more than food’ projects including scaling-up our successful ‘Fa’side Fridge’ project; management and development of our current staff team; and taking a strategic lead in helping to shape local responses to the root causes of food poverty across East Lothian.

There may always be a need for our crisis food service, but we believe with the right leadership we are well placed as an organisation to increase delivery of a range of services and projects to a scale that can have an impact on reducing demand for crisis food interventions and on the issues that contribute to food poverty and insecurity in the county more broadly. We are looking for a candidate with the ambition, experience and passion to help us grow our services and influence, while ensuring we continue to deliver a ‘gold standard’ crisis food service to those that need it, when they need it.

# MAIN DUTIES AND RESPONSIBILITIES

1. **Strategy development and business planning**
* Working with the Board of Trustees to review our strategic objectives for ELFB for the coming 3 years, including an Outcomes Framework and Theory of Change focused on service users and those affected by food poverty and food insecurity in East Lothian.
* With the Board, develop a 3-year Business Plan, including income, service, and operational plans, to deliver our strategic objectives
1. **Financial management, including grant management and reporting**
* Review current financial systems and process; undertake and manage budgeting for operations, services and projects in line with business plan objectives, and produce monthly expenditure and forecast reports for monthly board meetings
* Support the Treasurer with the preparation of annual accounts
* Undertake financial reporting for funders, and prepare budgets for grant funding applications for new services and projects, with support of Treasurer and Board
1. **Staff and Volunteer management and development**
* Line management of existing staff team, including supporting professional development through regular supervision meetings and production of work plans and development plans
* Provide recommendations for annual salary increase for staff to Board
* Lead on development of volunteer teams, including defining volunteer roles, developing appropriate induction and training, and ensuring appropriate policy and procedure for all aspects of our work undertaken by volunteers
* Lead on recruitment of new volunteers, including recruiting service users to support delivery of our operations, and explore opportunities to provide employment relevant training and access to qualifications through volunteering with ELFB

1. **Oversight and accountability for services, project delivery, and contracts**
* Accountable for the delivery of all services, projects and contracts to funders, clients to and the Board
* Manage Service Manager and volunteers to ensure they are supported to deliver a ‘gold standard’ crisis service and high quality additional service and projects
* Develop, build and maintain relationships with partners, including new and existing referral and delivery partners, to identify service need and proactively drive forward new initiatives tackling food poverty and insecurity
1. **Oversight and accountability for facility and operations, including health and safety, data handling, and other key policies and procedures**
* Support Board to undertake a review of operational policy and procedure, working with staff and volunteers to ensure we are fully compliant, efficient, and effective in delivering our core service and current and future projects
* Support Board and staff to undertake a review of our current facility, including supporting feasibility work with a view to relocating in the medium to long term

1. **Influencing, policy, and profile raising activity at a strategic level East Lothian**
* Lead on outreach activity with key local partners, including funders and referral agencies, and support staff and volunteers to undertake outreach activity to raise our profile and increase food and cash donations to ELFB
* Respond to local and national government consultation on relevant policy and strategic development
* Respond to Trussell Trust and other relevant consultations on food poverty and related advocacy
* Work with ELC, Community Planning Partnership, and Community Health Partnership to contribute to shaping responses to increasing food poverty and rising food insecurity at a strategic level
1. **Income generation and fundraising**
* With the Board, develop and implement an annual income plan, derived from annual budget forecasts and in line with the objectives within the business plan including fundraising and income from grants
* Support the Operations Coordinator to identify and take forward creative opportunities to help us ensure a secure supply of essential food items, for example commercial sponsorship for key items; commercial partnerships to generate increased food donations at key points in the year
* Identify and develop opportunities for new services, projects and contracts in line with our strategy and business plan objectives, including securing income for new activities

**OTHER DUTIES**

1. **Facilitating good governance and supporting the Board of Trustees**
* Produce financial reports, briefing papers, and an updated Risk Register in advance of Board meetings as requested by Board, and attend Board Meetings as required (meetings are currently once per month)
* Participate in Trustee-led short life working groups tasked with developing responses to strategic or constitutional issues, for example Strategic Review, Business Planning, and Facility working groups

# PERSON SPECIFICATION

**Applicants must be able to demonstrate:**

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| **Criteria**  | **Essential**  | **Desirable**  |
| **Experience** |  |  |
| Business planning; including financial planning, income planning and generating income through fundraising  |  | X |
| Financial and project management, including project budgeting, reporting, and managing financial systems for a small and growing organisation  | X |  |
| Line management, including staff supervision and development  | X |  |
| Managing and recruiting volunteers |  | X |
| Fundraising including through grants, developing key relationships with donors, generating cash and in-kind donations including food  |  | X |
| Initiating and developing services and projects in response to need, and successfully raising grant or other income to deliver these  | X |  |
| Demonstrable experience of successful leadership of a team, project or community based organisation to achieve objectives  | X |  |
| Demonstrable experience of working with vulnerable people to improve their life chances  | X |  |
| Working with Charity Trustees and some understanding of charity governance |  | X |
| **Knowledge and skills** |  |  |
| Good understanding of our client groups, the causes of food poverty and insecurity, and related issues | X |  |
| Some knowledge of outcomes focused approaches to developing services that meet a need, including Theory of Change  |  | X |
| Knowledge of the benefits system, services and support available to people experiencing food poverty and the food poverty context in East Lothian  |  | X |
| Good analytical skills, ability to identify risks and opportunities and respond  | X |  |
| Good IT skills, including Microsoft Word, Excel and Outlook, and some knowledge of social media  | X |  |
| Good communication skills including written and presentation skills, and knowledge of social media | X |  |
| Knowledge of voluntary and third sector in Scotland and East Lothian |  | X |
| Knowledge of safeguarding and protection of vulnerable adults, children and young people |  | X |
| Knowledge of health and safety in the work place and in a warehouse facility; food handling; and volunteers visiting service clients’ homes |  | X |
| **Personal** |  |  |
| Confident presenting information to a wide range of audiences, and acting as the spokesperson for ELFB with strategic partners, volunteers, and service users and the media  | X |  |
| Organised, good time management, with the ability to manage competing priorities and demands on time  | X |  |
| Ability to work flexibly and to work some out of hours including occasional evenings and weekends  | X |  |
| Commitment to equal opportunities and to the values of East Lothian Foodbank  | X |  |
| Positive approach to tasks and challenges, and commitment to delivering our strategic objectives  | X |  |
| Personal integrity and honesty; proven ability to maintain high standards of professionalism and confidentiality  | X |  |

# What we offer

**Terms and Conditions**

* 28 days’ holiday (in addition to public holidays and 2-3 days discretionary leave during Christmas and New Year)
* Flexible working/home working agreement arrangements are possible on agreement with the Board of Trustees and dependent on operating needs. Core business hours will be Monday to Friday 10am to 4pm, with one staff member to be on site during these hours. Some out of hours working including evenings and weekends. We operate a ‘time in lieu’ system for additional hours worked.
* Pension – East Lothian Food **Bank is a member** of the NEST Pension Scheme. Further information about Employer Pension obligations can be found at <https://www.nestpensions.org.uk/schemeweb/nest/aboutnest/pensions-are-changing/auto-enrolment.html>

Wednesday, 23 October 2019