**Wrexham Foodbank Project Manager**

**Job Description**

**Overview**

Take a lead role in the implementation of the foodbank’s strategic plan and to guide Wrexham Foodbank’s practice towards the delivery of long-term change and a reduction of the need for the foodbank. Oversee the operation of Wrexham Foodbank, with concern for its operational efficiency and standards in accordance with The Trussell Trust franchise model and the constitution.

**Key Tasks**

1) Oversight of the day to day operational activity of Wrexham Foodbank (in conjunction with the Operation and Warehouse Managers) with the following responsibilities:

* Maintenance of financial records and reports in conjunction with the Treasurer.
* Ensure compliance with the Safeguarding policy of Wrexham Foodbank (supported by named Trustee).
* Ensure compliance with the Health & Safety policy of Wrexham Foodbank (supported by named Trustee).
* Ensure compliance with GDPR legislation.
* Recruitment, training and wellbeing of the staff and volunteer teams and team leaders.
* Monthly information and data reports.
* Communication with landlords / owners at our distribution centres
* Maintaining church and prayer engagement.
* Undertake the Annual Quality Assurance report.
* Advise the trustees of exceptional events, such as complaints, major press contacts, accidents, external evaluations or risk to reputation.

2) Supported by our Pathfinder Project Sponsor (Trustee) to further develop the Pathfinder Project at Wrexham Foodbank (Year 2) and continue the reorientation of the Wrexham Foodbank’s practice towards the delivery of long-term change with the involvement of people with lived experience of poverty by:

* Changing Communities
  + Enhance the delivery of our Financial Inclusion model through our partnership with the Community Money Advice service and other agencies.
  + Inform and inspire staff and volunteers, through events and newsletters, to engage effectively with others and be confident advocates of the foodbank’s vision.
* Changing Minds
  + Maintenance and enhancement of relationship with our referral agencies.
  + Maintain our profile and standing in the local community through communication via social media (Twitter / Facebook), our website, local press & radio and other media adhering to Trussell Trust policy. Comply with the terms of the Trussell Trust foodbank franchise, including standard operating procedures.
* Changing Policies
  + Development of collaborative work with Wrexham County Borough Council, Community Councils and other organisations working towards our vision.
  + Develop campaigning work for influencing change both locally and nationally.
* Learning
  + Through regular point of contact meetings with the Pathfinder Project Sponsor to monitor the impact of the Pathfinder project and to share qualitative and quantitative information with both the Pathfinder Project Sponsor and the Pathfinder Learning Lead.
  + Attend & participate in Trussell Trust Pathfinder local and national events and work with the named Trussell Trust Pathfinder Lead