



FOODBANK MANAGER

WATFORD FOODBANK

Watford Foodbank is recruiting a manager for this newly created, full-time role. The position will be located at our administrative hub, central stock depot and busy distribution point off Imperial Way, Watford. There are four additional distribution locations across Watford which are stocked and supported largely from the central depot. All locations are run by volunteers from within – and close to – the Watford area.

The purpose of the role is to manage and co-ordinate the provision of food (and on occasion non-food items) to people in need in the Watford area. This includes ensuring the availability of food supplies and their effective distribution, overseeing the recruiting and training of volunteers, ensuring that the Foodbank operates in accordance with legal and ethical standards, and developing and maintaining relationships with other organisations – including the local authority, partner agencies and The Trussell Trust with which the Foodbank is affiliated.

The key requirements of the role are:

- Manage the day-to-day operations of the Foodbank.
- Develop and implement policies and procedures.
- Ensure compliance with relevant legislation to protect the statutory and reputational position of the Foodbank.
- Maintain accurate records and produce regular reports.
- Manage and develop relationships with a team of volunteers.
- Liaise with partner organisations and external agencies.
- Co-ordinate the activities of all five locations to maximise efficiency and consistency.

The successful candidate will have the following personal traits:

- Compassion and care for the poor and vulnerable.
- A well-organised and structural approach.
- Good interpersonal skills.
- An eye for detail.
- The ability to motivate and encourage others.

For a full job description and further enquiries, please email: trustees@watford.foodbank.org.uk

Start date: January 2024

Hours: 9am - 5pm, Monday to Friday

Salary: £30,000 per annum

Reporting to: Chair of Trustees

Closing date for applications: Tuesday 31 October 2023.