

## **HEAD of FOODBANK - Job Description**

Warwick District Foodbank is looking for a Head of Foodbank to facilitate and develop the work of the Foodbank in and around Warwick, Leamington and Kenilworth.

**Hours:** The role is part-time and flexible, between 25-30 hours per week (negotiable).

**Location:** based at Unit 8, Trident Park, Poseidon Way, CV34 6SW.

Hybrid working is also negotiable.

**Salary:** £32-£37,000 pro rata (to be negotiated) with matched pension contribution of up to 5%

**Holiday:** 5 weeks (pro rata) plus bank holidays

**Job Summary:** The Head of Foodbank will oversee the planning, execution, and evaluation of the Foodbank's strategic plan and direction. They will have overall responsibility for delivery of the Foodbank's operations and will manage the staff team. This role requires strong leadership skills, strategic thinking, and the ability to work collaboratively with diverse stakeholders, including paid staff, volunteers, community organisations, and local businesses. The ideal candidate will be a motivated, compassionate, committed Christian, with a passion for tackling poverty and making a real difference in our community.

**Responsible and reporting to** the Board of Trustees through the Chair.

### ***Background***

Our **vision** as Warwick District Foodbank (WDF) is that everyone in the Warwick District will be free from hunger. While there is a need, our **mission** is to effectively provide emergency food, essentials and practical support to people left without money to live on.

Our **strategy** is to

- Care for our clients by providing food and essentials in an accessible, safe way;
- Work together with local partners to provide accompanying support and appropriate signposting;
- Involve our community, for example by gathering and distributing food and by actively bringing people together;
- Support our staff and volunteers to maximise their skills and time;
- Raise awareness in the community of the issues surrounding poverty, and being a motivating force for change;
- Be a collective outreach for our member churches.

We aspire for all our activities and personnel to be consistent with our **values** of:

- being sympathetic to our Christian ethos; compassion; justice; treating everyone with dignity; offering welcome and care; accountability and commitment; community togetherness.

WDF was set up in 2013 by local churches as a Charitable Incorporated Organisation (charity no.1160705). The foodbank is committed to its Christian values and ethos which influence all aspects of our operations.

We currently have seven trustees, nine part time staff, and around 70 volunteers. We have six distribution centres, a limited delivery service and a central stock warehouse. In 2024 we distributed over 58,000 kg in 7,025 parcels to 43,600 people (34% children). We also run a 'Financial Inclusion' programme in partnership with Citizens Advice South Warwickshire.

WDF is a member of the Trussell Foodbank Network. Trussell is an anti-poverty charity which supports a network of food banks, seeking to work together to ensure no one in the UK needs a food bank to survive, while providing food and practical support to people left without enough money to live on.

Additional information can be found at:

Website: <https://warwickdistrict.foodbank.org.uk/>

Facebook: <https://warwickdistrict.foodbank.org.uk/>

Trussell: <https://www.trussell.org.uk/>

## **Key Responsibilities**

### **1. Operational management and service delivery:**

- a) Be responsible for the Foodbank's operations, ensuring effective management of facilities and the delivery of services.
- b) Develop and implement project plans, including timelines, budgets, and resource allocation. Envisage workable strategies so that the Foodbank can develop its work.
- c) Coordinate and oversee the execution of Foodbank projects, ensuring adherence to objectives and deadlines. Monitor project progress and prepare regular status reports for the Board of Trustees and other stakeholder groups as required.
- d) Lead and line manage Warehouse Manager, Session Leaders, Administrator and Finance Officer, allowing them to deliver an excellent operation. Ensure they support and supervise other staff and volunteers as agreed.
- e) Apply robust HR processes covering recruitment, retention, performance management, appraisal, and remuneration.
- f) Take the lead to ensure compliance with the charity's statutory obligations and internal policies, including areas such as Human Resources, data protection, safeguarding, health and safety, and risk management. Recommend and report necessary changes to the Board of Trustees and implement agreed action points.
- g) Manage partnership contracts. Seek and establish partnerships to develop with community and business organisations, regional and local governmental departments and councillors, and any other voluntary groups, charities and churches.
- h) Be responsible for premises (e.g. lease, utilities, relations with landlord) and vehicles.
- i) Be the main contact with Trussell.

### **2. Strategic Planning and Implementation:**

- a) Work with the Trustees to develop, implement, monitor and review the Foodbank's vision and strategic plan.
- b) Develop and implement an operational plan that underpins the strategic plan.
- c) Conduct research and analysis to assess community needs and identify new opportunities for growth and development.
- d) Monitor and evaluate the effectiveness of business development activities. Assess the impact of projects and initiatives through data collection and analysis.
- e) Seek new opportunities for the use of appropriate IT and other logistics to improve effectiveness and efficiency of the Foodbank.
- f) Keep up to date with the external agenda of policy, funding, and other changes, including legal and political, that impact on our work, and disseminate throughout the organisation when required.

### **3. Stakeholder Engagement and Communications:**

- a) Develop and encourage member churches in their partnership and powers, in line with the foodbank's constitution.
- b) Build and maintain relationships with community partners, donors, supermarkets, key companies, authorities, agencies, and volunteers in our area.
- c) Facilitate meetings and communication between stakeholders to ensure alignment and collaboration; including with referral agencies.
- d) Prepare reports and presentations to share outcomes and insights with stakeholders.
- e) Act as the primary point of contact for project-related and media inquiries.

- f) Be the face of Warwick District Foodbank, representing and upholding our Christian foundations and values.
- g) Work strategically to develop poverty alleviation programmes in relevant areas of Leamington, Warwick and Kenilworth.
- h) Develop working relations with churches and schools to ensure a close engagement with local communities.
- i) Ensure team provide excellent communications, including website and social media.
- j) Ensure complaints are dealt with effectively and in line with our policies and procedures.

#### **4. Volunteer Co-ordination:**

- a) Oversee and support staff to recruit, train, retain and manage volunteers for various projects and initiatives.
- b) Ensure that volunteer schedules are created and that adequate support for Foodbank operations is available at all times, or any changes communicated effectively.
- c) Foster a positive and inclusive working environment, promoting collaboration and teamwork amongst staff, volunteers and partners.

#### **5. Financial responsibility and Budget Management:**

- a) Lead on the development of project budgets and ensure financial accountability and sustainability.
- b) Work with the Finance Officer and the finance team to monitor income and expenditure performance against budget and prepare financial reports as needed.
- c) Oversee, monitor and review the Financial Inclusion project and ensure that adequate on-going funding is secured.
- d) Ensure that fundraising initiatives are enacted, monitored and evaluated to ensure the required agreed level of return is achieved.
- e) Develop relationships with donors, corporate partners and community stakeholders to maximise financial support and engagement.

#### **6. Governance and Compliance**

- a) Work closely with the Trustees, providing regular updates, reports and recommendations on key organisational matters.
- b) Act as a liaison between Trustees, staff and volunteers, facilitating communication and fostering a collaborative working relationship.
- c) Work with the Board to ensure that policies and procedures are written, reviewed and updated.
- d) Ensure Trustees are provided with the necessary information to enable them to understand, monitor and mitigate risks.
- e) Ensure all projects comply with relevant regulations and organisational policies.
- f) Stay informed about best practices in Foodbank operations and community support.

#### **8. General duties and tasks:**

- a) Be largely a self-motivated self-starter.
- b) Attend trustee meetings and liaise closely with Trustees.
- c) Work within the policies, procedures and budgets set by the Board of Trustees.
- d) Lead Christian prayer and reflection for staff and volunteers at team briefings and training.

- e) Prepare for and attend regular supervisions, and an annual appraisal.
- f) Work with the Chair of Trustees to identify their own training needs and undertake such training.
- g) Carry out other duties as may from time to time be reasonably required.
- h) Act at all times in the best interests of Warwick District Foodbank.

### **HEAD of FOODBANK - Person Specification**

| <b>Essential</b>                                                                                                                                                              | <b>Desirable</b>                                                                                                               |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|--|
| By the Equality Act 2010, it is an occupational requirement that the postholder is a practicing Christian and committed to the Christian ethos and values of WDF and Trussell |                                                                                                                                |  |
| Experience in line managing staff or volunteers including recruiting, supporting, training, performance reviews and development.                                              |                                                                                                                                |  |
| Proven experience in project management                                                                                                                                       | Experience in a charity, nonprofit or community-focused setting                                                                |  |
| Strong leadership and interpersonal skills, with the ability to motivate and inspire others                                                                                   | Proven ability to relate to people from a wide range of backgrounds in a caring, non-judgemental and non-discriminatory matter |  |
| Proven communicator with the ability to present well up front and write coherently                                                                                            | Media handling experience                                                                                                      |  |
| Ability to drive strategic thinking and a track record of implementing organisational strategies to drive positive change                                                     | Knowledge of food bank operations                                                                                              |  |
| Experience of having worked collaboratively with other organisations to achieve an agreed outcome                                                                             |                                                                                                                                |  |
| Financial acumen, including understanding of financial management and planning                                                                                                | Experience in having led or engaged significantly with a charity's fundraising efforts                                         |  |
| Excellent organisational and time management abilities                                                                                                                        |                                                                                                                                |  |
| Proficiency in IT skills including Microsoft Office Suite, and the ability to learn new systems                                                                               | Understanding and use of social media and artificial intelligence                                                              |  |
| Knowledge of governance principles                                                                                                                                            | Experience working with a board of directors/Trustees                                                                          |  |
| Passion for tackling poverty and making a difference in the community                                                                                                         | Understanding of food security issues and welfare reform                                                                       |  |
| Clean driving licence                                                                                                                                                         | Available vehicle to travel around the community                                                                               |  |
| A good sense of humour                                                                                                                                                        |                                                                                                                                |  |
| Ability to work flexibly when required, including some weekends and evening events                                                                                            |                                                                                                                                |  |

### **HEAD of FOODBANK - How to apply**

If you would like to discuss the position informally, please contact the chair, Tony O'Brien to arrange a time to speak.

If you would like to apply for the role, please send your CV and an accompanying covering letter (max 2 pages) which outlines how your experience and expertise make you suitable for this role and why you want to join us in this role.

Please send your application to [chair@warwickdistrict.foodbank.org.uk](mailto:chair@warwickdistrict.foodbank.org.uk) by 5pm on Thursday 30<sup>th</sup> October. You are encouraged to share any access requirements for interviews in an accompanying note with your application.

Your application will be stored and processed under our data policy and either destroyed after six months or become part of your record if you are engaged with us.

Shortlisted applicants will be notified by Tuesday 4<sup>th</sup> November 2025.

Interviews will be held between 10th-15th November 2025.