



Registered charity no. 1147642

The Store (Garage no 30), Treweath Road, Treneere Estate, Penzance TR18 3PZ

Job Description

CTIPA Food Bank Trainee Deputy Manager (Part-Time, 10 hours per week at £12 per hour, plus travel expenses), One Year Post

Salary £12,000 (plus travel expenses)

Employment and management arrangements

CTIPA Food Bank is an inter-church partnership with a steering group consisting of trustees who are representatives from partner churches and others. It serves some 4000 people (in 2020) throughout much of the area stretching from Land's End to Praa Sands. It is a registered charity (no. 1147642) which is the legal entity responsible for ensuring compliance with all relevant legislation and liabilities and for employing the Food Bank Trainee Deputy Manager. It is located in some garages behind the Premier store on Treneere Estate in Penzance and is open each weekday from 9.00-12.00. During Covid restrictions, we are working in small teams and delivering food to clients, rather than them coming on site to collect, as before covid.

CTIPA Food Bank is staffed and managed by volunteers, but (enabled by external funding) we would like to take this opportunity to offer a paid one-year part-time training post to someone (perhaps someone in their early working life or changing career) who is interested in devoting themselves to working in the charity sector. This will accord them the valuable experience of shadowing and assisting those who manage the food bank, giving a rounded experience of the various aspects of its operation, from stacking shelves and liaising with clients and our volunteers to assisting with communications, social media and collaboration with others working in food poverty.

The Food Bank Trainee Deputy Manager will be managed by and report to the Chair of the Food Bank Management Committee. All matters relating to day-to-day operation of the foodbank will be dealt with by the Food Bank Manager. All matters relating to employment and remuneration will be dealt with by the CTIPA Trustees.

Travel expenses and mobile phone (dedicated food bank use) will be provided by us.

Annual leave, sick pay and pension arrangements will be handled by CTIPA's HR company.

JOB ROLE

- To help manage the provision of emergency food and services to people who use the food bank, ensuring a consistently high quality of service:
- Working in partnership with the trustees and the food bank management committee, to help develop the vision and strategy for the food bank including its partnerships and external relationships.
- To help promote the food bank and collect feedback.
- To assist with PR and external communications, including use of social media. A dedicated phone with social media and internet access will be provided for foodbank related use only.

RESPONSIBILITIES

1. To provide regular support to the volunteers at the food bank, within agreed hours.
2. To assist with our procedures and to learn by shadowing and assisting the Chair and the Food Bank Manager.
3. To take part in day-to-day operations at CTIPA Food Bank.
4. To assist with stock control.
5. To assist with administrative procedures.
6. To assist with fundraising.
7. To assist in the preparation of any newsletters, press releases and to help answer enquiries.
8. To assist with updating of the food bank's website and social media.
9. To help liaise with our partners: local churches, volunteers, referral agencies, donors, supermarkets, other food and poverty-related agencies.
10. To help obtain and collate feedback from supporters, people who use the food bank and our partners.
11. Any other duties, as appropriate.

PERSON PROFILE

Desirable Requirements and Key Skills:

1. Commitment to social justice, to service and to relating to our clients, volunteers and partners.
2. A willingness to learn on the job, to accept supervision and work to deadlines.
3. Good oral and written communication skills and an ability to deal with figures.
4. Competent user of email, Microsoft Office, internet and social media, with access to own devices.
5. Current UK driving licence and access to a car that can be used for this role and to assist with deliveries, if required, desirable but not essential. Travel reimbursed at 45p per mile or public transport costs.

Personal attributes:

- Empathy and ability to work with people from disadvantaged, marginalised, and socially excluded backgrounds
- Honesty and integrity
- Passionate about tackling poverty
- Comfortable being part of a team and respecting all those they come into contact with or work at the food bank

Training (to be provided on the job)

- Induction training
- Social media familiarisation
- Health and Safety, Manual Handling, as appropriate
- Safeguarding
- Food Hygiene

CTIPA Food Bank is a Christian charity. Not every member of the food bank team is Christian, but we hope that all team members will subscribe to our values of respect and concern for others, service of those in need and work to achieve social justice and an end to poverty.

Note to applicants: The job description is not exhaustive and amendments and additions may be required in line with future changes in policy.

A DBS check will be required.

Hours are negotiable, up to a point. The food bank is open on weekday mornings from 9am to noon and much of the work will take place then, although some attendance at meetings in person or online will be required at other times, as needed.

To apply:

Please send a brief CV a statement (one page) saying why this post attracts you and how you see it helping you to achieve your aspirations for the immediate future. Plus two references, one from a former employer if possible and one a character reference. Two character references are acceptable if you do not have access to a former employer.

Shortlisted candidates will be invited to attend an interview at the food bank in Penzance.

Closing date for applications: Monday 26 July 2021. Please email application materials to penzancefoodbank@churchestogetherinpenzance.co.uk (marked attn the Chair) or post to The Chair, CTIPA Food Bank, The Store (Garage no 30), Treweath Road, Treneere Estate, Penzance TR18 3PZ