**Dungannon Foodbank**

**Role:**  Assistant Project Manager

**Location:** Dungannon Foodbank

**Line Manager:** Project Manager

**Hours of Work:** 22 hours per week. The job is open to some flexible working practices arranged around core hours [9am-2pm on a Thursday] where attendance is deemed to be essential.

**Salary:**

**Introduction**

Dungannon Foodbank is a vibrant, developing organisation that aims to help and support those in need within our community. With a dedicated referral pathway to assist those in need through, and out of their hardship, onto a self-supporting lifestyle.

Our heart is to show God’s love in a simple and practical way, by helping transform the lives of people within our community affected by financial hardship and social injustice. We are looking for committed, enthusiastic person of similar faith and love for God to join our team.

It is an occupational requirement that the person appointed is a Christian who can confirm their commitment to the Vineyard Churches statement of faith. The individual should be supportive of the Trussel Trust vision for a UK without the need for food banks working towards a compassionate, just society without the need for large-scale emergency food distribution.

**Job Description:**

* Assist and help coordinate the running of the Foodbank project through supporting the Project Manager in setting up and running future projects in the spirit of the organisation’s values, statement of faith and ethos.
* As a member of the Trussell Trust Foodbank Network, you will be the main contact for all aspects relating to the Trussell Trust, ensuring that all processes and procedures in the Trussell Trust’s operating manual are being followed in areas such as risk assessments, health and safety, safeguarding, data collection, food stock levels and warehousing etc.
* Responsibility for organising the logistics of current and potential future foodbank centre partnerships/locations.
* Assist in the management of a team of volunteers who will support you in your role, ensuring adequate training is delivered & support is provided in all areas of operation.
* Under the direction of the Project Manager assist in the recruitment of new volunteers on an ongoing basis as necessary.
* Create and oversee the volunteer rota, making sure adequate numbers of volunteers are available to safely operate our projects.
* Provide support to the Project Manager in areas such as managing a budget and reporting on an ongoing basis on the daily running of the foodbank project.
* Be willing to drive a van to transport donations, deliveries, and collections.
* Be a key point of contact for Dungannon Foodbank.
* Reflect the Christian ethos and values of the organisation when building, developing, and maintaining relationship with our partners, including seeking and taking appropriate opportunities to present the Christian faith and tell your own story of faith.
* Be willing to speak at church and other events, sharing the work of the charity and promoting various ways the charity and church can work together to support our community including, in particular, encouraging churches to pray, give financially and provide volunteers. Occasional evening and weekend working may be required.
* Ability to travel to off-site events at the request of the Project Manager
* Participate in staff meetings and assist in pastoral care and prayer support in areas of the charity as required.
* Leading by example, encouraging other believing volunteers by praying with and for them as well as for those who avail of our services (where appropriate).
* Deputise for Foodbank events in the absence of the Project Manager
* In all areas of projects, encourage faith and love through action.

The list of duties contained above is not intended to be exhaustive. It is a condition of employment that the post-holder be willing to undertake other reasonable duties as may be required from time to time.

**Statement of Faith.**

**https://www.vineyardchurches.org.uk/resources/statement-of-faith/**

**Personnel specification**

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|  | **Essential** | **Desirable** |
| **Qualifications** | * 3 GCSEs (or equivalent) grade A-C to include English & Maths
* Full driving licence (required for insurance purposes)
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| **Experience and knowledge** | * Knowledge and experience of using IT systems e.g., Microsoft Excel, Word, PowerPoint, Videoconferencing etc.
* Experience of working on your own and as part of a team
* Experience of managing projects
* Knowledge of poverty-related issues.
 | * Knowledge and experience of using social media applications such as Facebook, X & Instagram.
* Experience / knowledge of HR functions and/or health and safety and/or safeguarding matters
* Experience of public speaking in a church context
* Logistics experience
* Experience recruiting and managing volunteers
* Experience in providing prayer ministry
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| **Skills and abilities** | * Excellent organisational skills
* Excellent communication skills – verbal and written
* Able to work on own initiative and as part of a team
* Good people skills, able to effectively work with and manage volunteers
* Excellent timekeeping and reliability
 | * Ability to manage a budget effectively
* Use of a vehicle
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| **Character and other** | * Demonstrate Christian faith and commitment
* Demonstrate a high degree of relational and emotional intelligence.
* Empathy and understanding for those in difficult circumstances
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**Isaiah 58:10**

**"If you spend yourselves in behalf of the hungry, and satisfy the needs of the oppressed, then your light will rise in the darkness, and your night will become like the noonday"**

**"Feed the hungry, and help those in trouble"**

**Psalm 22:26**

**"The afflicted shall eat and be satisfied; those who seek him shall praise the Lord!"**

**Psalm 146:7**

**"He upholds the cause of the oppressed and gives food to the hungry"**