

Newcastle West End Foodbank

Chief Executive Officer

Job Description and Person Specification

Key duties:

Leading and managing the organisation

- Reporting to the Chair, work closely with the Trustees to review the charity's vision and develop relevant strategic plans.
- Implement strategy and regularly inform the Trustees of the Foodbank's progress.
- Lead and support the management team, and control Foodbank operations.
- Manage finance and operate within the annual budget.
- Establish and monitor indicators of the Foodbank's impact.
- Design and implement appropriate policies, procedures, systems and processes.
- Ensure the Foodbank fulfils its legal, statutory and regulatory responsibilities.
- Build an effective working relationship with the Chair.

Promotion of the Charity

- Maintain and develop effective networks with all supporters and stakeholders including the Trussell Trust and the Church of the Venerable Bede (Church of England).
- Build relationships with local government, politicians, service providers and the media in order to advance the Foodbank's aims.
- Continue the work with local partnerships to combat hunger and its causes in west Newcastle.
- Represent the charity in public forums, public appearance and news media.
- Ensure that a consistent message is delivered across all media platforms including social media.

Fundraising and income generation

- Oversee the Foodbank fundraising strategy and coordinate the work of the fundraisers in order to build and maintain a sustainable income.
- Build and maintain relationships with funders. Inform funders of the achievements and development of the Foodbank, including meeting funders' feedback requirements.
- Seek out and develop new streams of income.

Key Attributes:

Personal Skills and Competencies

- Experience of general management.
- Financial literacy.
- Project management skills.
- Analytical and decision-making skills.
- Strategic networking ability.
- Ability to work independently and as an inspirational leader of a team.
- Understanding of the challenges facing people struggling with poverty.
- Awareness and understanding of the implications of legislation relevant to the post (HASAWA, Data Protection Act 1998, Food hygiene regulations, Safeguarding etc.)
- Understanding of Charities legislation and governance
- IT literacy: (Familiarity with Word, Excel, PowerPoint, Outlook, databases, content management systems and all types of social media).

Personal characteristics

- Confidence, enthusiasm and imagination.
- Ability to act as a true ambassador for the charity.
- Ability to interact sensitively with vulnerable and marginalised people.
- Determination to succeed.
- Flexibility and ability to remain calm under pressure.
- Ability to build and develop strong relationships within the staff and volunteer teams and with external stakeholders and partners.
- Able to organise and manage events taking place outside usual working hours and away from the office.
- Able to work from time to time at weekends and in evenings.
- Whilst the Charity welcomes applications from persons with varying religious beliefs, or none, a commitment to support the Christian ethos and values in the delivery of the Foodbank's activities is essential for the post.

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