

FareShare

Job Description - Seasonal Projects Officer

Reporting to:	Head of Food
Location:	Deptford, London
Hours:	35 Hours
Salary:	£28,000 - £32,000
Position:	Fixed Term 1 year

About FareShare

This is a great opportunity to join a unique, award-winning organisation. At FareShare, we fight food poverty by tackling food waste. We source food that is surplus to requirements - from food retailers and manufacturers - and engage many volunteers to help redistribute this to local charities and community groups that provide meals to vulnerable people (individuals who are homeless, unemployed, socially isolated, recovering from addictions).

FareShare now operates 21 Regional Centres around the UK. The majority of these are run by local charitable organisations we call our Delivery Partners. This enables us to be a UK-wide organisation yet also think and behave with local concerns at the heart of our actions. We support over 7,000 local charities and groups - our Community Food Members. Over the past year 13,000 tonnes of food were redistributed by FareShare Regional Centres nationwide, feeding 500,000 people every week. We operate across 1,300 towns, cities and villages and we save UK charities and community groups more than £23 million each year.

Hunger is a growing issue in the UK and while there is surplus food that is otherwise going to waste, we believe that this food should be used to feed people first. Demand far outstrips supply.

FareShare's Strategy & Vision

Vision: We have the vision of a UK where “No good food goes to waste”.

Mission: To use surplus, fit for consumption, food to feed those who are vulnerable in the UK by supporting front line charitable organisations that tackle the cause and not just the symptoms of food poverty.

Our Purpose: We are doers. We are a community. We change lives.

Our Values:

- **Passion** - for our cause and the challenge that lies ahead
- **Ambition** - to go the extra mile and drive the change that must happen
- **Respect** - for ourselves, each other, our volunteers, our partners and our beneficiaries
- **Collaboration** - it's only by working with others that we can be stronger
- **Focus** - on providing the best service possible so that we deliver and achieve the most for our clients/customers.

The Role

You will project manage major seasonal initiatives to generate more food into the FareShare network to support our Community Food Members. The work is varied and will cover a number of initiatives throughout the year, but in particular will support the delivery of a major annual initiative run with one of our key food retail partners - an in store 'Food Collection'. This involves volunteers across the country working in store to encourage members of the public to donate food staples such as pasta, rice and tinned foods. FareShare uses this food throughout the year to supplement the fresh and chilled surplus foods we receive from the food industry, to ensure our Community Food Members receive a supply of food with which to create balanced, nutritious meals.

Your role will be to project manage the preparation, organisation, communication and evaluation of the Food Collection for FareShare. This will involve working cross functionally with colleagues within FareShare as well as being the lead contact for this initiative with the retail partner, so good organisational and communication skills are paramount in this role.

In addition to the 'Food Collection' you will be focusing on supporting and co-ordinating initiatives designed to procure additional food to support seasonal changes in demand from our Community Food Members. This year our ActivAte programme has helped to address the difficulties, faced by a huge number of school children in accessing nutritious food during the summer holidays. You will work with our Commercial Managers and directly with the food sector to provide appropriate food for the charities and community groups that help to support these children during the holidays. Your role will be critical to our success through procuring the specific types and volumes of foods required by these organisations.

This role will require you to work with multiple stakeholders, including food businesses across different functions including supply chain, CSR, marketing, logistics and buying functions. You'll work closely with our network partners, and work closely with internal FareShare colleagues including the food team, operations team, marketing team and the volunteering team

Main areas of responsibility

Food Collection Responsibilities

- Day to day contact and consultation with the team at FareShare's key retail partner running the initiative
- Work with the FareShare Volunteering team to help co-ordinate the recruitment of a nationwide team of volunteers
- Liaise with the FareShare Marketing Team colleagues to develop communication materials & activities to support the Food Drive
- Work with the Food Co-ordination team to ensure efficient distribution and storage of the food
- Liaise with FareShare Regional Centres on all aspects of the initiative
- Work with the food partner to ensure there is clear and timely communication regarding availability of volunteers to support the initiative
- Provide a full and comprehensive evaluation of the Food Collection

Seasonal Food Sourcing Initiatives

- Understand FareShare requirements to meet seasonal initiatives by working with the Food Co-ordination team, regional centres and data analysis
- Working with other Food Team members identify food businesses that have the potential to supply FareShare with food products that are in demand
- Approach and engage these food businesses and encourage them to supply
- Work with the marketing team to develop communication materials that can be used to drive food acquisition, or to drive engagement with our Regional Centres.
- Work with our Network Partners and the Network Development Team to engage our regional centres in the provision of food for seasonal initiatives
- Work with the Food Coordination team to forecast food volumes, and to allocate and deliver them once they are available
- Provide a full and comprehensive evaluation of the initiatives tracking progress and key performance indicators

Experience

- You are someone with an interest in food sustainability and working for FareShare
- You'll have excellent written and verbal communication skills and the ability to communicate to a wide range of different stakeholders.
- You'll be pro-active, organised and able to work under pressure, whilst maintaining excellent attention to detail.
- You'll be able to use your own initiative working independently whilst maintaining good communications with colleagues, internal teams & external partners

- You will have project management or project coordination experience and a track record in coordinating and seeing through new initiatives or activities
- You'll have experience of monitoring and evaluating projects or initiatives
- You'll have experience in a customer facing role and be great at building relationships and providing a great level of service
- You'll be able to engage and convert new and potential partners

Competencies and behaviours

- Excellent communication both written and verbal
- Proven ability to provide a customer focused service
- Excellent, proven organisational skills
- Strong knowledge of Microsoft Offices packages, ideally at an advanced level and have a good level of numeracy and literacy.
- Experience of database management and use of Mail merge
- Comfortable working as part of a small team and cross functionally in a flexible fast moving environment