

FareShare

Job Description - Job Title here

Reporting to: Employability Manager
Location: HOME BASED with frequent UK wide travel
Hours: 35 HOURS 1 year fixed term
Salary: £28,000 - £30,000

About FareShare

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 10,943 local charities and groups - our Community Food Members and Associates. Over the past year 19,519 tonnes of food were redistributed by FareShare Regional Centres and FareShare Go nationwide, our charity network serves 924,000 people every week. In 2018 our impact was felt in at least 1,960 towns, cities and villages, helping UK charities and community groups avoid costs of more than £33m and delivering over £70m value to the UK taxpayer.

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

FareShare aims to be an equal opportunity employer



Focus - on providing the best service possible so that we deliver and achieve the most for our clients/customers.

The role

The Employability Manager will work closely with all regional centres across the UK to develop, plan and oversee the delivery of employability provision to meet the needs of volunteers. FareShare regional centres will be delivering a range of employability and employment opportunities aimed at supporting volunteers to overcome barriers and move closer to sustained employment. As Employability Manager, you will work closely with regional centre development managers and volunteer managers to develop, plan and coordinate the delivery of employability provision to meet the needs of FareShare volunteers. You will be responsible for coordinating employability programmes, enabling a One FareShare approach to linking in with funding opportunities and implementation processes. Reporting to Mandy Hawkes, you will have overall responsibility for coordination of the delivery of high quality employability provision across all FareShare regional centres throughout the UK. You will ensure the effective implementation, coordination, operation and review of provision, ensuring that volunteers are able to access employability skills support throughout FareShare regional centres.

Main areas of responsibility

Employability provision coordination

Work with regional centre development managers and volunteer managers to define employability provision aligned to regional centre capacity, volunteer's needs, geographical coverage, contractual requirements and budgets.

Work with FareShare regional centres that currently deliver employability, with planning, forecasting, reporting and reviewing of employability provision in the FareShare regional centres.

Coordinate the delivery arrangements for specified employability provision across FareShare regional centres.

Network with external organisations and partners to identify and secure employability opportunities for FareShare volunteers, including enabling corporate and individual volunteers to co-develop and deliver provision.

FareShare aims to be an equal opportunity employer



Work closely with the Head of Volunteering on quality assurance activities in relation to employability delivery, including seeking user/stakeholder involvement and feedback to enhance the impact and quality of provision.

Support regional centres with the planned delivery of employability programmes including marketing of the programmes and building a network of volunteer referrals.

Coordinate all employability opportunities within FareShare to maximise overall effectiveness and maximise funder relationships.

Support with devising toolkits and supporting documentation to ensure the effective delivery of employability programmes.

Lead on the development of delivery to fulfil programme requirements, including training regional centre staff as required.

Support with managing sub contracted and partner delivery arrangements.

Ensure compliance with all operating guidance and health and safety requirements in the planning and delivery of employability provision.

Lead on internal communication and reporting to engage and enthuse staff in shaping and delivering effective employability provision.

Coordinate processes to maintain records on behalf of FareShare.

Support development of a Management System to support programme management and enable reporting on impact to a range of audiences.

Internal coordination

Lead on FareShare's position regarding employment, keeping up to date with current trends in the employability arena, including policy and practice in unemployment and young people/adults facing multiple barriers to progression.

Develop an Employability working group to ensure employability provision is reviewed, developed and can be reported on effectively.

Attend SMT/ SLT meetings as required, providing regular progress reports on the implementation and delivery of the programmes and provision.

Undertake any training and professional development as and when required.

Undertake any other reasonable duties, commensurate with the job title, as may be determined by the line manager.

Person Specification

Skills and experience Essential:

Experience of building and developing meaningful partnerships and relationships.

Ability to communicate effectively with a variety of stakeholders including participants, FareShare staff management and key partners.

Excellent attention to detail and organizational /planning skills.

Knowledge of the Criminal Justice, Voluntary and Statutory sectors across the UK including policy and practice developments in the employability arena.

Proven experience of working with people experiencing disadvantage, challenging life circumstances and complex barriers to progression, recognising the issues that affect them, and delivering personal development work.

Proven project management expertise and experience of successfully delivering complex projects.

Ability to self-manage, prioritise and work under pressure to tight deadlines.

Desirable

Ideal candidate will be educated to degree level, or equivalent, in appropriate field.

Experience in fundraising and bid writing. Proficient in Microsoft Office, particularly Outlook, Word and Excel.

Experience of using databases and record keeping.

Experience of development management, mentoring, coaching and directing staff and supporting staff development.

Experience in networking effectively and supporting multi-partner programmes.

Personal Qualities

Commitment to FareShare's mission and vision - desire to make a difference.

Proactive. Team player.

Flexible, and willing to work within a constantly changing environment of a growing service providing charity which operates across the UK.

Conscientious and responsible.

Ability to support and enthuse others and maintain a professional image.

Please submit CV and cover letter to human.resources@fareshare.co.uk

Closing date 25th August 2019 and interviews to be held week commencing 2nd September 2019.

FareShare aims to be an equal opportunity employer



As an employer committed to Equal Opportunities, we will assess applications in line with these criteria that we consider either as being essential or desirable in this role.