



Job Description - Development Co-Ordinator

Reporting to: Director (FareShare East Midlands)

Location: FareShare East Midlands depot in South Wigston, Leicestershire

Area covered: Leicestershire, Northamptonshire and Peterborough

Hours: Part Time initially (hours to be agreed at interview)

Salary: Full time £ 24,000 (part time salary will be pro-rata)

About FareShare East Midlands

FareShare East Midlands (FS EM) is a local charity fighting food poverty by tackling food waste. We source good food that is surplus to requirements from the food industry and engage many volunteers to help redistribute this to local charities and community groups and provide meals to vulnerable people (individuals who are homeless, unemployed, socially isolated, school breakfast clubs, community centres and those recovering from addictions).

We are part of the FareShare network and collectively are the UKs largest surplus food re-distributor.

Main purpose of this role

This role will work closely with the FareShare East Midlands Director, Customer Services Manager, the Warehouse and Logistics Manager and the Development team to help develop and grow our membership income and recognition with key stakeholders.

Duties and Responsibilities

- Retain, develop and grow Community Food Membership for FareShare East Midlands.
- Recruit new Community Food Members ensuring high standards of customer care and establishing sustainable member networks.
- Ensure income and growth targets for Community Food Membership are met.
- Write proposals for new streams of income and projects.
- Develop and implement high quality customer care protocols and processes towards our Community Food Members.
- Develop senior level relationships with key stakeholders.
- Develop and establish partnership working with suppliers and members.
- Monitor standards of customer service to existing members.
- Undertake communications, PR and Marketing in line with the function needs.

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Email: info@fareshare.org.uk

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- Ensure impact data on development activity is captured, reviewed and reported.
- Carry out any other duties as may be required in order to maintain service for FareShare East Midlands.

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Person Specification

Essential Experience, Skills & Qualities

- Established experience in securing new business and income generation and/or business development.
- Experience of developing sustainable membership and partnerships.
- Excellent communication skills, particularly in writing proposals and presentations.
- Proven ability to form good working relations, both internally and externally
- Ability to work on own initiative and to meet objectives and tight deadlines under pressure.
- Strong organisation skills (self-sufficiency very important)
- Excellent and confident presentation skills
- Good research skills with experience of identifying quality new leads.
- Ability to work in collaboration with internal teams and external stakeholders.
- Computer literate - Microsoft Word, Excel, PowerPoint.
- Ability to produce regular electronic reports on Community Food Membership for executive and board meetings
- Established numeracy skills with excellent attention to detail.
- Can drive and have access to a vehicle - willing to travel (there will be a fair amount of travel required)

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Application Process

Please forward your CV and a covering letter of no more than 500 words setting out why you consider yourself suitable for the role to :-

simone@fareshare-eastmidlands.org.uk

Further information about who we are and what we do can be found on our website at <https://fareshare-eastmidlands.org.uk/>

Closing date: Friday 20th September 2019