

FareShare Sussex Sourcing and Logistics Coordinator WRAP Project



Reporting to:	Project Coordinator WRAP
Location:	Moulsecoomb, Brighton
Duration:	1 year (fixed term contract)
Hours:	Full time (37.5 hours per week) some evening working There is scope to discuss the work pattern at interview
Salary:	£21,378 per annum FTE(based on 37.5 hour working week)

FareShare is a national charity fighting food poverty and tackling food waste by redistributing surplus from the food industry to community groups and charities across the UK. Currently 9,653 charities and groups benefit from this food nationally, feeding 772,000 people every week.

FareShare Sussex is one of 21 Regional Centres that operate locally to ensure food that would otherwise go to waste is being used positively to support people that need it most. As well as fighting hunger and tackling food waste, we also provide development opportunities to people through our volunteer programme.

City Gate Community Projects (registered charity 1093245) is the delivery partner and franchise holder for FareShare Sussex.

Purpose of the role

This is a fantastic opportunity to support a project to pilot an Electric Delivery van and Electric Cargo bike to enable and increase the redistribution of surplus food to the most vulnerable in the community.

Last year we provided food to 136 local projects and charities across our region, enough for over 1 million meals, helping to reach over 8,691 people across Sussex and Surrey each week. With a target to triple the amount of food we re-distribute and extend our service to 200 charities by 2021, ensuring the highest levels of customer service and satisfaction is vital to our success. This is an exciting opportunity to help support our expansion and help us increase our impact locally. Your work will make sure that quality surplus food is helping feed people in need.

We need someone who is available to work full time 37.5 hours Monday to Friday (hours may vary between 8am and 8pm) with the possibility of occasional Saturday working.

Main responsibilities

- Identify and 'onboard' potential suppliers of food in the local area under the terms of the project
- Stock control, managing deliveries and effective record keeping for the WRAP EV project.
- Assist with stock control, managing deliveries and effective record keeping using our online warehousing system for the WRAP EV project.
- Support the supervision of volunteers on the WRAP project
- Ensure compliance with relevant Food Hygiene, Health & Safety and other standards applicable to FareShare premises, vehicles, refrigeration equipment, our staff and volunteers in cooperation with the Operations and Warehouse Managers.

- To monitor and report the performance of the EVs - to include efficiency, charging, mileage, maintenance, food volumes handled
- Develop collection and delivery logistics
- To work with the WRAP Project Coordinator to implement the delivery of the project plan in line with the project contract and key milestones
- Support the WRAP Project Coordinator with project reporting
- Ensure the security of the FareShare Sussex Regional Centre and all assets located within it, including food, is maintained at all times.
- Develop and uphold high quality customer care and standards of conduct when dealing with all stakeholders.
- Attend training as required for the role e.g Food hygiene, E cargo bike training
- To support all aspects of the project as required by FareShare Sussex

Person specification

Essential experience, skills and attitudes

- Ability to source, develop and maintain new business relationships
- Excellent interpersonal skills, including the ability to communicate effectively with people with diverse needs
- To be in good physical health with the ability to carry out regular manual handling tasks subject to training and health and safety restrictions
- Good numerical skills and attention to detail
- Good administrative and organisational ability
- IT literacy including word processing and database use
- A commitment to Equal Opportunities and inclusivity
- Confident & passionate road cyclist with a reasonable level of fitness
- Willingness to work flexibly including evenings and possibly some Saturdays
- To subscribe to the ethos, vision and mission of the organisation

Desirable experience, skills and abilities

- Working in logistics or a warehouse environment
- Working with people with diverse needs
- Counterbalance forklift licence
- An understanding of Food Safety and Health & Safety legislation
- Full clean driving licence