

Job Title:	Development Officer
Reporting to:	Office and Development Manager
Location:	Barnsley Regional Centre
Starting salary:	£21,500 p/a - Band 3
Hours of work:	37.5 hours per week
Other Benefits:	25 days annual leave, Company pension scheme (3% company contribution), travel expenses.
Start date:	Immediate
Term:	Initially 12 months and anticipated continuation

Role purpose:

Work with the Office and Development Manager to develop, support and promote FareShare Yorkshire's work and nurture excellent relationships with our Community Food Members and Partners working towards our vision:

"To improve the wellbeing of people in Yorkshire and see an end to Food Insecurity in our region."

To do this, the Development Officer will:

- Support the Office and Development Manager to meet ambitious strategic and operational growth in Yorkshire by handling new enquiries from charities and community groups including visiting and signing them up as new Community Food Members (CFM's).
- Support awareness raising activity of FareShare Yorkshire with local partners, local businesses and food providers including supporting team volunteering days.
- Be the first point of contact and initial lead for our partners.
- Work with the Barnsley Operations Team to ensure that new CFM's are recruited in line with operational capacity and food needs are being met.
- Make presentations to new partners and be confident in meetings representing the charity.
- Promote other services and programmes provided by FareShare Yorkshire and work with members to link them up.
- Collate feedback from members and feedback to management team to help improve and shape new programmes and services.

Job Description - the role includes (this list is not exhaustive):

Development

- Handle all enquires and make visits to potential new CFM's, explaining the service and conducting relevant initial and ongoing checks.
- Maintain and utilise information using the charity's software and systems.
- Encourage and promote the involvement of volunteers where appropriate.
- Develop relationships with Partners, local food retailers and and businesses to establish and sustain and develop the charity's mission.
- Work with the Operations Team on the Food Sourcing Strategy to ensure we source the right food to meet the demand for our members.

Team Support

- Support the Regional Centre's daily operations as required.
- Provide guidance and insight to other colleagues to inform development strategy.
- Perform any other duties that may be reasonably required.

Person Specification

- Passionate about the aims and values of FareShare.
- The energy to support the development of a growing organisation from its earliest stages; vision, innovation and strategic thinking.
- Excellent software skills, including word-processing, spreadsheets, internet procedures, and database applications.
- Flexible approach, with the capability to be a team player in a fast moving environment.
- Logical, clear thinking, diplomatic and patient approach
- Undertake training as required.
- Full Driving licence and access to a car will be required.

Application Process

If this sounds like you, we would love to hear from you. Applications close 16/9/2020

Please email your CV along with a personal statement explaining why you are a suitable candidate for the role and return to: garethbatty@fareshareyorkshire.org