

FareShare

Job Description - Project Manager (Facilities Management Development & Delivery)

Reporting to: Senior Operational Compliance & Continuous Improvement Manager
Location: Linked to Office locations and Warehouse sites (Merseyside, Southampton, Ipswich, London and Sheffield); regular travel to main office in London.
Contract: Fixed Term ending 30th November 2022
Hours: Full time (35 hours)
Salary: £28,000 to £34,000

About FareShare

FareShare is the UK's national network of charitable food redistributors, made up of 18 independent organisations. Together, we take good quality surplus food from right across the food industry and get it to almost 11,000 frontline charities and community groups. In 2019/2020 24,074 tonnes of food were redistributed by FareShare Regional Centres and FareShare Go nationwide, our charity network serves 933,178 people every week.

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.

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 - Main areas of responsibility

The ultimate aim of this Project Management position is to define the Facilities Management at FareShare i.e., the role facilities management plays in delivering mission, responsibilities and output of this function as an essential part of the organisations program of Operational Compliance and Continuous Improvement.

The ideal candidate will be a Lean project management practitioner, have demonstrable experience of successful change management projects and have experience within the discipline of facilities management.

They must be able to successfully lead on process improvements and the development of the site facilities, which will enable all the employees of FareShare to have the right tools and systems that they require to do their jobs effectively, efficiently and safely. They must be willing to be hands-on if required.

Main purpose of this role (80:20)

It is expected that 80% of time is spent on:

- **Operational Priorities Plan** - Develop the Facilities Management (FM) operational and budget planning priorities against an agreed program of activity for 2021/22, including target setting and dates for completion, in support of the charity's Strategic Plan
- **Facilities Management Priorities** - Identifying the current FM priorities and assess the resource requirements and timescale for successful delivery
- **Project management** - Identifying the FM projects, their ownership and deliverable outputs, reporting process and required achievements against target dates
- **Management Processes** - Identify how FM will impact on the warehouse operations management priorities, objectives and progress reporting, including identifying and overcoming perceived blockers
- **Communications** - identifying a methodology, in line with the department's communications plan, to ensure that the role of FM is clearly understood and the benefits to the charity are highlighted

- **Delivery** - Establish plan and deliver all current work stream priorities, as set out below:
 - Post pandemic office safe working
 - Procedures, standards and checks to help ensure safety compliance
 - Contractor engagement management for maintenance and servicing
 - Virtual office and mobile connectivity for business continuity
 - Asset management and fault reporting platform
 - Digital accessibility for the UK employability program
 - Options for future vehicle procurement

It is expected that 20% of time should be allowed for 'as is' facilities management

- **Current tools and systems** are adequately working whilst they are being developed and transitioned.

Competencies and behaviours

- Drive, determination, reliance and commitment to really make a long-term difference
- Planning and prioritisation - develop and implement clear plans with defined outcomes within agreed resource availability
- Communicating with impact - ability to influence across all media to establish commitment to organisational goals
- Problem solving and decision making- the ability to anticipate, assess and deliver solutions to problems with clear logical thinking
- People-focussed - to be the role model for the wider team through positive people centric behaviours

Skills and experience

- Experience Leadership and management skills - including the ability to motivate and develop people who are not direct reports
- Demonstrable track record or commitment around development of change management and Lean methodology of operational working practices in a retail or wholesale environment
- Problem-solving skills
- Ability to work systematically to agreed guidelines in the absence of close supervision
- Strong presentation/facilitation skills to promote awareness
- IT literacy, in particular of using Microsoft applications
- Good team working skills, including the ability to develop people with a positive approach

- Excellent interpersonal skills and the ability to create good work partnerships with multiple stakeholders so that mutual benefit is achieved
- A commitment to Equal Opportunities
- Ability to recognise, assess and overcome obstacles in achieving targets
- Strong communication skills in generating work guidelines and developing strong relationships with internal and external stakeholders

Application Process

If you would like to apply for this role, please send a copy of your CV, cover letter and equal opportunities form to recruitment@fareshare.org.uk by Wednesday 28th April 2021. Interviews will take place w/c 10th May 2021.