



Job Description

Project Officer

Reporting to:	Assistant Project Manager
Responsible for:	Any relevant volunteers
Hours:	37.5 hours per week, This will mean working some hours during evening and weekends as the job and cover requirements dictate.
Terms:	25 days paid leave in addition to bank holidays
Salary:	£20,000-£24,000
Employer:	Food Redistribution Wales Ltd T/A FareShare Cymru

FareShare Cymru

FareShare Cymru is an independent charity and part of the national FareShare U.K. network of surplus food redistribution charities.

We fight food poverty by tackling food waste. We source quality surplus food - from food retailers, manufacturers, and suppliers - engaging volunteers to redistribute to local charities and community groups that provide meals to vulnerable people (individuals who are homeless, unemployed, socially isolated, recovering from addictions). Our food is a vital lifeline for children and families, people on low incomes, people who have lost their jobs, the homeless, refugees, domestic abuse survivors, the elderly and keyworkers.

This is an exciting opportunity to be instrumental in setting the next phase of our development. This post is a new role in response to this year's rapid growth of the charity's operations and we anticipate exciting new opportunities for further growth in the future.

Circumstances

Job based in Cardiff. It is likely that this post will start by working at home in the current circumstances. The role may require the post holder to travel throughout Wales and attend events out of hours.

Job Purpose

- To support FareShare Cymru in delivery of its growth strategy and expansion into new areas.
- This is an exciting opportunity to play a key role in helping FareShare Cymru expand.

Project Work

- Work with the Assistant Project Manager (APM) and Manager to develop partnerships with third sector organisations, councils and others in south west Wales
- Work with the Volunteering and Employability Co-ordinator to develop partnerships with CVC's and other organisations to find volunteers for south west Wales

- Work with the APM to recruit Community Food Members in south east and south west Wales
- Ensure eligibility and kitchen checks are completed
- Work with the APM to develop the partnership with FareShare Merseyside to ensure that north Wales is integrated with the rest of FareShare Cymru and that targets are met
- Work with project leads to develop new areas of work
- Undertake research as necessary
- Work with various functions across FareShare Cymru to help find practical solution to problems and help us increase our efficiency and effectiveness.
- Complete monitoring, evaluation and reporting as required
- To represent FareShare Cymru as required

Policy Work

- Undertake research and assist the Manager in developing policy responses in relevant areas
- Work with the Manager to implement an environmental management system and other management systems for FareShare Cymru and ensure that procedures are in place.

Project and Office Support

- To assist in/at any events
- Ensure that the office and warehouse supplies are maintained and that we get the best value supplies e.g. paper, ink, cleaning materials etc.
- Obtaining quotes and looking to find the best prices

General

- To carry out any other duties which may be necessary in the light of the main purpose of the job
- To provide cover when necessary for other members of the FareShare Cymru team

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good level of English and Maths 	<ul style="list-style-type: none"> • Relevant degree or equivalent • Food Safety Level 2 or 3
Experience & Knowledge	<ul style="list-style-type: none"> • Experience of working as part of a team supporting and delivering projects and work plans to agreed time, cost and quality indicators • Experience of working in partnership 	<ul style="list-style-type: none"> • Knowledge and experience of the Third sector in Wales • Client relationship management • Experience of building and developing relationships and partnerships • Experience of policy research and development
Skills & Abilities	<ul style="list-style-type: none"> • Full clean driving licence and access to own vehicle 	<ul style="list-style-type: none"> • Welsh language skills

	<ul style="list-style-type: none"> • Excellent interpersonal & communication skills, clear ability to adapt approach to a diverse range of audiences • Team player • Willing and able to develop new skills and take on challenges • Organised, able to meet targets and deadlines and to work under pressure • IT literate • Able to research information, collate and analyse 	<ul style="list-style-type: none"> • Able to use Office 365 and various applications
<p>Personal Qualities, values and behaviours</p>	<ul style="list-style-type: none"> • High degree of motivation, commitment and the ability to use own initiative • Proactive • Ability to work flexibly including evenings and weekends when necessary • Willing and able to travel • Commitment to the ethos of the Third Sector and the work of FareShare Cymru • Reliable, resourceful and responsible 	